Program Solicitation: Creative Placemaking Technical Assistance Program

Proposal Receipt Deadline: January 18, 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 National Endowment for the Arts (NEA) assists organizations in effectively integrating arts, culture, and design into local efforts to strengthen communities over the long-term by funding creative placemaking projects across the country. Creative placemaking is when artists, arts organizations, and community development practitioners integrate arts and culture into community work--by placing the arts at the table with other sectors, such as agriculture and food, economic development, education and youth, environment and energy, health, housing, public safety, transportation, and workforce development. The work of creative placemaking, sometimes called creative place-keeping or place-knowing, is rooted in the understanding that all communities have intrinsic value, unique assets, cultural significance, and that projects in the community must be informed by and relevant to the members of that community.

For the last decade, the NEA has primarily supported creative placemaking through the agency's Our Town grant program. In the course of this work, it became clear that many Our Town grantees would benefit from direct, hands-on technical assistance while executing their projects at the local level. In 2016, the NEA began the *Our Town Technical Assistance Pilot Program* to provide select Our Town grantees with targeted technical assistance. In 2020, the program was renamed the *Creative Placemaking Technical Assistance Program (CPTA),* and expanded to serve a serve a wider audience of prospective applicants to and grantees of the Our Town program, as well as other communities interested in undertaking creative placemaking activities.

In 2024, the program will continue to offer support through virtual programming, access to on-demand resources, and in-person technical assistance, which may include short-term institutes and/or community-based site visits to gather experts with teams of local leaders.

The NEA's primary goal for this program is to increase the likelihood that participants' projects are both successful and catalytic, resulting in longer term positive outcomes for their communities. In addition, lessons learned, significant field trends, and other program resources will be broadly shared with the public so more communities are ready to take on effective creative placemaking activities.

Scope of Work

The purpose of this program solicitation is to select an organization (Cooperator) to administer the *Creative Placemaking Technical Assistance Program* as described below. In brief, the Cooperator will:

- Plan, coordinate, and implement a technical assistance program that will assist Our Town grantee and community partners in effectively executing their creative placemaking activities and serve as a field resource.
    - **Build a Resource Team**: Recruit, select, contract with, and train a cohort of subject matter experts to serve as Resource Team Members who will provide on-demand technical assistance to grantee teams, create materials and content for program offerings, and, if offered, lead technical assistance site visits in communities and/or support in-person technical assistance events, convenings, or institutes. The resource team should include members who can assist the non-artist team members with challenges related to artistic practice as well as members who can assist artists with challenges related to collaborating with non-artists and working within municipal systems.
    - **Produce and Maintain Virtual Programming**: Create, host, and archive a series of webinars on key topics in creative placemaking. Offer opportunities for virtual peer to peer learning related to creative placemaking principals and implementation.
    - **Develop Written Materials and On-Demand Resources**: Update existing resource materials currently housed on the Creative Placemaking Technical Assistance page within the Local Initiatives Support Coalition (LISC) website. An independent CPTA website will be launched by mid-2024, and the selected cooperator will be responsible for taking over management of the website, as well as developing new materials, such as essays, case studies, tip sheets, workbooks, and other learning tools. Materials on the independent CPTA website will be available to the general public.
    - **Deliver In-Person Technical Assistance**: Arrange, manage, and deliver in-person direct technical assistance which may include: deploying Resource Team Members to conduct site visits in as many as ten (10) grantee communities; and/or up to four (4) technical assistance institutes focused on creative placemaking priorities identified in consultation with the NEA Project Director. Manage logistics for any in-person technical assistance work as well as follow-up consultancies, as appropriate to the needs of participants.

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 by the parties. It is also expected that the Cooperators 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 NEA's Project Director will be the NEA Director of Design & Creative Placemaking.

The Cooperator will consult with, and will secure the approval of, the NEA's Project Director in carrying out the responsibilities below.

The Cooperator will:

- 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.
- Work with the NEA Project Director to identify recipients of the CPTA program. In addition to Our Town grantees, recipients may include prospective Our Town applicants, municipalities, community-based organizations, and other interested parties, who will be sent information about the program.

Recruit and manage a Resource Team

- Identify and invite subject matter experts to submit their qualifications to be considered for the Resource Team.
- Work with NEA Project Director to select a team that is representative of the field, has a range of experience and expertise related to creative placemaking, place-knowing, place-keeping, artistic practice, and municipal/tribal processes.
- Conduct an orientation with the selected Resource Team Members to ensure clarity regarding roles, responsibilities, and expectations for engagements with grantees and partner entities.
- Manage Resource Team Member contracts in compliance with the General Procurement Requirements outlined in the General Terms & Conditions and 2 CFR 200.
    - Ensure contractors are compensated per negotiated rates
    - Contractor scopes of work may include: producing written resource materials; providing direct technical assistance to grantee teams; documenting technical assistance plans; participating in on-line trainings and webinars; and potentially conducting in-person training and technical assistance services and/or workshops.

Produce and Maintain Virtual Programming

- Virtual programming for Our Town grantees, project partners, and the public will be approved by the NEA Project Director. Programming will focus on key topics related to creative placemaking, and will include a series of live webinars, as well as online opportunities for peer-to-peer exchange.
- The Cooperator will archive and post webinar recordings on the independent CPTA website. The webinar archive will be available to the general public.

Develop Written Materials and On-Demand Resources

- Written materials and resources for Our Town grantees, project partners, and the public will be approved by the NEA Project Director. These resources should specifically focus on the ways to improve the execution of creative placemaking activities and should be created with the understanding that they will be shared publicly on the NEA's website and/or on the independent CPTA website. Such resources should include, but are not limited to:
    - A variety of written materials, such as articles, essays, interviews, case studies, and tip sheets aiming to address field needs (e.g., arts and cultural strategies to impact place-based outcomes, tactics for artists to succeed in artist/non-artist collaborations, etc.).
    - Learning tools, such as toolkits or workbooks, that ask the user to assess their project through a series of prompts related to creative placemaking and project implementation.
- The Cooperator will be responsible for managing and updating the independent CPTA website to ensure Our Town grantees, project partners, and the public have access to on-demand creative placemaking resources. Managing and updating the independent website includes:
    - Updating existing CPTA materials as needed
    - Posting new content, such as written materials and learning tools described above
    - Monitoring site functionality (e.g. fixing broken links as needed, responding to inquires, etc.)
    - Understanding and reporting on site usage trends
- 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.

Deliver In-Person Technical Assistance

Work with NEA Project Director to coordinate and implement **technical assistance site-visits** and/or **institutes**, including managing selection processes for participants.

Site-Visits

- Select up to ten (10) Our Town grantee projects to receive **on-site technical assistance** in their communities.
  - Identify and invite participants, consulting with and obtaining approval from the NEA Project Director on the list of participants before issuing any invitations.
- Coordinate and implement up to ten (10) two-day technical assistance on-site visits with grantee projects.
  - Identify the appropriate Resource Team Member(s) with requisite expertise to support grantee projects selected for on-site technical assistance support visits.
  - Arrange and pay for transportation and lodging and provide travel reimbursements to Resource Team Members who will conduct the on-site technical assistance support visits.
  - Support Resource Team Members in preparing background materials to aid in on-site technical assistance for grantee projects.
  - Review and approve summary report following each on-site visit. The summary report must document the presenting situation and areas of grantee project need, resources deployed, resulting conversations and learnings, and the recommended next steps.
  - Secure NEA approval on all program aspects before final site-visit arrangements are made.

Institutes

- Coordinate a process to select approximately 24 teams consisting of two local leaders each who will attend the institutes and receive technical assistance. The selection process for Institute participants must follow either of the options described below:
  - Identify and invite local leaders to participate, consulting with and obtaining approval from the NEA Project Director on the list of Institute participants before issuing any invitations; ***OR***
  - Conduct a competitive process for the selection of Institute participants that follows the process outlined below:
    - Develop a program announcement for the competition, including selection criteria, and disseminate it widely. The program announcement must be reviewed and approved by the NEA Project Director at least four weeks in advance of issuance.

    - Conduct a review process for the applicants to the competition. This includes assembling a panel that must be composed of experts in the field, including a layperson, who reflect a wide geographic, ethnic, and minority representation as well as diverse aesthetic and cultural points of view; all panel members must adhere to standards of conduct consistent with those reflected in the NEA's *Standards of Conduct for Panelists*. The names of proposed panelists must be provided to the NEA's Project Director for review and approval approximately four weeks prior to issuing the invitations to panelists.
    - Provide a list of proposed Institute participants to the NEA Project Director for review and approval.

- Coordinate and implement up to four (4), two-day **technical assistance institutes** with five to six teams of local leaders per institute.
    - Manage logistics and implement each institute.
    - Select an accessible site and contract with a venue for each institute.
    - Identify institute topics, schedules, and activities.
    - Identify appropriate speakers, consultants, and facilitators.
    - Arrange and pay for transportation and lodging and provide travel reimbursements to teams and other participants as necessary.
    - Prepare background materials on each participating team for speakers, consultants, and facilitators.
    - Assist participating teams in creating and presenting a case study project, to be workshopped at the institute.
    - Arrange for any technology requirements.
    - Record the presentations made during each institute and produce a written report for participating teams summarizing each institute's activities and outcomes, as well as recommendations for next steps.
    - Secure NEA approval on all program aspects before final institute arrangements are made.
- Develop reporting tools and timelines that will be used consistently by all Resource Team Members to document site-visits and institutes. Reporting tools will be approved by the NEA Project Director.

For all program elements, the Cooperator must:

- Execute agreements (contracts, MOA, or MOUs as appropriate) with speakers, vendors, consultants, and facilitators and coordinate follow-up consultancies with participants, as appropriate. Coordinate and make payment for any travel arrangements of the speakers, consultants, and facilitators, as appropriate.

- Secure NEA approval of any consultants, contractors, or partner organizations that will be working on this program, before they are engaged.
- 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.
- 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 unrelated activities.
- Ensure that all in-person or virtual activities, written resources, toolkits, and websites are accessible and compliant with federal accessibility laws and regulations.
- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the "Rights"). If relevant, the NEA Project Director will coordinate discussions or meetings to ensure that the rights secured meet the NEA's needs. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility for, and will defend, indemnify and hold harmless the NEA from, any liability arising from deficient Rights and/or the Cooperator's warrants or statements about the Rights. Copies of the permissions/releases must be provided to the NEA in accordance with the requirements provided by the NEA.
- 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).

The NEA Project Director will:

- Work with the Cooperator to refine the project plans, budget, and schedule of all program components.
- Work with the Cooperator to identify potential CPTA participants. The NEA will conduct outreach to Our Town grantees and/or applicants.
- Review and approve the roster of grantee projects proposed to receive on-site technical assistance before the grantees are contacted to participate.
- Review and approve the program announcement and selection criteria as well as the roster of panelists to be used to select local leaders to participate in the institutes, as appropriate.

- Review and approve the Resource Team members.
- Approve the Cooperator's plans for convening on-site TA visits and/or institutes, including institute locations/venues, topics, schedules, resource materials, and activities. Participate in these meetings as available and appropriate.
- Work with the Cooperator to identify speakers, consultants, and facilitators whose expertise is best suited to the participating teams. Approve the final roster of all project participants.
- Participate in resource team orientations.
- Provide the Cooperator with appropriate background materials on previous Our Town grantees selected to receive technical assistance.
- Work with the Cooperator to develop reporting tools, timelines, and technical assistance plans that will be used consistently by all consultants, as appropriate. Review and approve these materials.
- Approve the Cooperator’s plans to develop and disseminate project resources to the teams and the public. Provide the Cooperator with relevant information necessary to update resources housed on the independent CPTA website. Review and approve all resources before they are shared publicly on the NEA’s website and other media platforms.
- Facilitate discussions between the Cooperator and the NEA's Office of Public Affairs to ensure that project resource material is in a format and style ready for public dissemination.
- Act as liaison between the Cooperator and NEA staff involved in the project.
- Provide crediting requirements to the Cooperator.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than July 1, 2024. The NEA will work with the 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 $500,000, 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 July 1, 2024, 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 Our Town grant awards to participating grantees.

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; or federally recognized tribal communities or tribes may apply. To be eligible, **the applicant organization must:**

- Have at least three years of prior experience with Creative Placemaking.
- 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 and Our Town, 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 concept and practices of creative placemaking as defined by the NEA.
- Quality of the proposed creative placemaking resources or other tools for a public audience.

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: 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 related to the development and dissemination of resource materials, expertise in utilizing a range of communication techniques, understanding of adult learning theory, and ability to maintain and manage an engaging website.
- Applicant's demonstrated understanding of the history of creative placemaking, as well as current trends, key principals, and best practices in creative placemaking.
- Applicant's ability to manage multi-day events with detailed logistical needs.
- 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 awards. It is anticipated that applicants will be notified about the selection of a Cooperator in April 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 January 18, 2024.** We strongly recommend that you submit by January 8, 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 account maintenance is always free. If you have already registered, renew/verify your registrations and make sure that all of your information is current before you apply.
- **It is a federal requirement that awardees maintain current registrations with SAM throughout the application and award processes. Therefore, all NEA awards are contingent on active SAM registration, the NEA will not be able to issue an award if you have an expired SAM.gov registration on September 1, 2024.**
- **Login.gov Help**: Consult the information posted in their Help Center, or use their online form to submit a question.
- **Grants.gov Contact Center**: Call 800-518-4726, email support@grants.gov, or consult the information posted on the Grants.gov website at Support or Help. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **SAM Federal Service Desk**: Call 866-606-8220 or see the information posted on the SAM website at SAM User Help.

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

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

How to Apply

Go to the Grant Opportunity Package in Grants.gov:

CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE

Funding Opportunity Number: NEAPS2401

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: *Our Town Creative Placemaking Technical Assistance 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 July 1, 2024. 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.

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 organizations **experience**:
   - related to creative placemaking and the design field,

- administering similar or related training and technical assistance programs,
- creating high quality resource materials for public dissemination,
- managing digital content and maintaining an up-to-date website
- managing logistics for multi-day events, and
- 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 $500,000.

ATTACHMENT 4 (Optional): 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.

Optional supporting information may include a sample agenda for a proposed institute, past examples of tools or resources developed to assist the creative placemaking field, screen shots and links to a current web presence and related content, and/or a list of potential institute 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.

3. Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.

2. To begin the submission process, log on to Grants.gov and navigate to the **Forms** tab on the **Manage Workspace** page:
   - When the **Form Status** column says "Passed," your application will be ready for submission.
     - **Important note:** The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the Forms Tab help article.
   - Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
   - The AOR must click **Sign and Submit** to submit the application. 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**.

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.

   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.

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 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. **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:

NEA Project Director
Ben Stone
stoneb@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