

Shakespeare in American Communities

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

A program of the National Endowment for the Arts (NEA), **Shakespeare in American Communities (SIAC)** brings professional performances of William Shakespeare's plays and related educational activities to middle and high school students in communities across the United States, including youth in juvenile justice facilities. For many students, these performances may be their first experience with live, professional theater—as well as their first interaction with the works of Shakespeare. Since SIAC's inception in 2003, approximately 2.5 million students have participated in the program. In 2025, the program will expand its focus to include works inspired by Shakespeare, as well as offer apprenticeships for early and mid-career theater administrators and technicians.

NEA funds will support program management expenses as well as subgrants to participating theater companies.

Scope of Work

The purpose of this program solicitation is to select an organization (Cooperator) to administer the SIAC program for the 2025-2026 school year as described below. In brief, the Cooperator will:

- **Manage the SIAC subgranting program with an emphasis on reaching rural and underserved communities.** Activities include developing and issuing subgranting guidelines; implementing a competitive review process to select subgrantees; and managing the award process and administration of the subgrants. Subgranting project types include:
 - Traditional performances of a Shakespeare play or a play inspired by the works of Shakespeare by a professional team of actors, and related educational activities;
 - Engagement with youth in the juvenile justice system; or
 - Apprenticeship programs for underserved populations.
- **Develop and manage ongoing learning communities** for organizations involved in SIAC, consisting of a set number of virtual gatherings and culminating in a capstone, in-person convening.
- **Administer additional application and reporting requirements for juvenile justice subgrantees.** In order to provide the NEA with enhanced capability for monitoring

program performance, including understanding how grant projects are implemented and what outcomes are associated with funded projects, the cooperator shall administer a supplemental application form and a final report form to applicants and grantees with Juvenile Justice projects

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

All obligations and program elements must comply with federal civil rights laws.

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 Director of Theater and Musical Theater.

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

Manage the SIAC Subgranting program:

Eligible organizations will be able to apply to receive subgrants for the following project types:

- 1. Traditional performances of a Shakespeare play or a play inspired by the works of Shakespeare by a professional team of actors, and related educational activities.** Activities should have an emphasis on reaching rural and underserved communities. Each performance should reach ten (10) or more middle or high schools with a performance and educational activity(ies). The majority of schools must educate students in underserved groups/communities whose opportunities to experience the performing arts have been limited by factors such as geography, race/ethnicity, economics, or disability. This may include schools in rural or urban communities or federally-recognized tribal communities.

Each Traditional SIAC subgrantee's project must include the following components:

- a) *A performance.* Students must receive exposure to a live theatrical performance. Performances may be held in the theater company's facility, a school, or a community venue, but must be conducted in partnership with schools.

b) *Related educational activities for students.* Activities must be led by experienced teaching artists or actors with strong teaching credentials and training. Activities must also take place in conjunction with the Shakespeare or Shakespeare-inspired production. Examples of these activities may include workshops, in-depth pre- or post-performance discussions/talkbacks, seminars, and curriculum-based residencies.

2. Engagement with youth in the juvenile justice system with the works of Shakespeare. Each SIAC juvenile justice subgrantee's project must address components a and b of the Traditional SIAC project type (as described above), in addition to the following three components:

- *Partner with the juvenile justice system to reach system-involved youth.* The juvenile justice system may include juvenile facilities or detention centers, schools/programs specifically for juvenile offenders or incarcerated youth, court-appointed programs, short- or long-term treatment centers, or transition centers.
- *Conduct ongoing educational programming exploring Shakespeare's text or Shakespeare-inspired text through frequent contact over a significant number of visits.* Examples of these activities may include workshops, discussions, seminars, and residencies.
- *Engage experienced teaching artists, staff, or personnel in theater education programming specifically for this juvenile justice system-involved youth.* Activities should be led by a minimum of two experienced teaching artists, staff, or other qualified personnel.

3. Paid apprenticeship programs for underserved populations for early and mid-career theater administrators and technicians. Apprenticeships must:

- *Take place at theaters and arts organizations* that participate in the types of collaborative projects described above (producing works by or inspired by Shakespeare, or engagement with youth in the juvenile justice system through Shakespeare's work), or
- *Involve work on projects developed with a non-arts organization or group that aim to address a specific community priority through theater-based interventions, such as [programs working with houseless populations to make theater](#), bringing [theater to hospital settings](#), [teaching playwrighting to incarcerated individuals](#), [collaborating with young people in urban communities](#).*

Develop and manage virtual learning communities, and host an in-person convening

- The Cooperator will organize and host up to four (4) virtual gatherings per year for program leaders from subgrantee organizations, and apprentices, centered on topics relevant to each of the three project types
 - The gatherings will provide opportunities for program leaders and apprentices to share experiences with the program and learn from one another

- Arrange and pay for any resources necessary to undertake these gatherings (e.g., materials, supplies, marketing, virtual platforms), including fees for speakers, participants, consultants, or contractors, as appropriate. Ensure that all activities are accessible and compliant with federal laws and regulations.
- Organize and host a two-day in-person capstone event to convene participants from the learning communities
 - Activities may include, but are not limited to: opportunities for subgrantee organizations to share what they learned from their projects, panels, a keynote presentation, and facilitated group sessions to share best practices
 - Identify and contract with an appropriate venue for the convening that can accommodate approximately 50 individuals.
 - Confirm that all event locations are fully accessible in compliance with the Americans with Disabilities Act, as amended, as well as Section 504 of the Rehabilitation Act.
 - Ensure that all venues and programming have adequate accessibility accommodations, including, but not limited to, wheelchair space (and wheelchair rentals), real time captioning, Assistive Listening Devices (ALD), and Language Interpretation – ASL or Other-Language needs (Spanish, etc.).
 - Serve as the primary contact for venue and hotel(s), for all event and contract logistics.
 - 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. All travel costs must be in compliance with federal travel regulations (see Award Administration below for more details).

Prepare Guidelines and Manage Subgrantee Selection Process:

- Prepare, for NEA review and approval, guidelines for applications from eligible theater organizations in communities nationwide.
 - The guidelines must specify that application review will be based on artistic excellence and artistic merit, as well as the potential to reach rural and underserved groups/communities.
 - Distribute guidelines and conduct outreach to solicit applications from theater organizations nationwide.
 - Applicants to the juvenile justice project type will complete a supplemental application form used for research purposes.
 - Provide technical assistance to applicants and ensure that applicants are aware at the time of application of the grant requirements that apply to recipients of awards issued under this program.

- Receive electronic applications, review for eligibility and completeness, and implement a process for adjudication of applications by independent experts in the arts.
 - Recruit panelists and conduct a virtual panel(s). Panel review must adhere to standards of conduct consistent with those reflected in the National Endowment for the Arts' Standards of Ethical Conduct for Panelists.
 - Provide to the NEA for approval a list of organizations recommended for support. The awards will be determined in cooperation with the NEA.

Manage the award and administration of subgrants:

- Subgrants must adhere to the Uniform Guidance under 2 CFR Part 200 and the National Endowment for the Arts' General Terms & Conditions
- Issue cost share/matching subgrants to approximately 50 organizations, of up to \$25,000 each.
- Plan and implement a virtual subgrantee orientation.
- Monitor the performance of each subgrantee and provide technical assistance during the project's period of performance.
- Maintain a database with each subgrantee's contact information, attendance statistics, and feedback on the impact of the program. Provide updates on this information to the National Endowment for the Arts as requested.
- Require final reports from each subgrantee. Review and approve reports.
 - Cooperator requirements for managing final reporting from subgrantees:
 - Subgranting applicants must be notified of the performance measurement and reporting requirements both in grant program guidelines and at time of award.
 - Compile subgrant report data and provide to the NEA annually, or upon request.
 - For Juvenile Justice projects only: Reporting requirements for subgrantees will include completion of supplemental final report forms and administration of the teaching artists web survey. The NEA will provide the forms to the cooperator.
- The cooperator's staff assigned to review SIAC grant applications for research and evaluation components, and data collection and analysis, shall acquire and maintain training certification in the ethics of the conduct of human subjects' research.
- Maintain on the Cooperator's website a SIAC resource center consisting of basic program information, funding guidelines, and educational materials geared toward participating youth and teachers.
- 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.
- Require subgrantees to submit program materials and photos from SIAC events, when possible. Photos should identify the event name, date, location and principals who appear in the photos. The Cooperator must ensure appropriate permissions are in place for use of photos. Submission of materials can be made periodically, but must be submitted at least once in the grant period.
- Provide the NEA Project Director with project updates and records in a mutually-agreed-upon accessible format and timeline.
- 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. The Cooperator must seek approval for any consultants or vendors before they are engaged.
- 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.
- Review and approve the proposed contractors, consultants, or vendors necessary to carry out the program.

- Review and approve the subgrant program guidelines for application from eligible organizations nationwide.
- Review and approve outreach plans to share program guidelines.
- Review applications and attend the panel meeting or send another agency representative.
- Provide the Cooperator with the NEA Standard of Ethical Conduct for Panelists, and review/approve final report data elements.
- Solicit approval of final grant recommendations from the NEA chair or delegate.
- Determine with the Cooperator how to promote the program and coordinate public relations efforts, including development and dissemination of a press release announcing the grants.
- Approve the virtual and in-person topics and speakers at the learning communities.
- Approve the date(s) and location(s) of the in-person convening.
- Review, proof, and approve all promotional and program materials.
- Act as liaison between the Cooperator and other Federal agencies 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 \$1,482,000, contingent upon the availability of funds. The award recipient must provide a nonfederal cost share equal to at least the total amount of funds it awards as subgrants. Cost share funds cannot include funds from any NEA or other federal sources.

Period of Performance

This Cooperative Agreement will begin on or after July 1, 2024, and may extend for up to 18 months.

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

receive other federal funds for the same project costs during the same or an overlapping period of performance.

There can be no overlapping costs with direct NEA awards to subgrantees.

Subsequent Awards

The NEA may issue up to four (4) subsequent Cooperative Agreements with the selected cooperator. Any such future agreements, however, would be subject to agency priorities, the availability of funds, cooperator performance, and the agency's regular review process. Future support for the juvenile justice component of this program also is subject to the outcome of a program evaluation to be conducted by the NEA.

Applicant Eligibility

Eligibility is limited to the six Regional Arts Organizations (RAOs).

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

Only one application may be submitted for the SIAC program. While you may also apply to the NEA through the Partnership Agreements guidelines, the request must be for a **distinctly different project**. No project costs or staff time may overlap with activities executed as part of other federal awards, including other cooperative agreements.

Application Review

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

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

- Quality and creativity of the proposed approach to this program.
- Quality of the artists, arts organizations, or works of art that the project will involve, as appropriate.

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

- Potential of the project to:
 - Have a significant impact on the participating arts organizations, schools, and audiences, including those in underserved groups/communities (defined as a population whose opportunities to experience the arts have been limited by factors such as geography, race/ethnicity, economics, or disability);
 - Reach youth involved in the juvenile justice system (defined as youth 18 years or younger who have been found guilty in the juvenile justice system of committing a delinquent act)

- Applicant's experience with and commitment to administering educational programs of a national scope.
- Applicant's experience with hosting virtual events.
- Applicant's experience with organizing and hosting in-person convenings.
- Proposed strategy for promoting and providing broad visibility for the program.
- Ability to carry out the program based on such factors as the appropriateness of the budget, the resources involved, and the qualifications of the project's personnel and any proposed partners.

All applications 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 of award or rejection 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 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](#), use their online form to [submit a question](#), or call 844-875-6446.

- **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: NEAPS2402

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: *Shakespeare in American Communities*.

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 18 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 (Programmatic Material) **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** (5 pg maximum) that addresses the points below. The file name should include the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this Initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item. Throughout the narrative, you may provide links to relevant information, as applicable.

- a) Your organization's **experience** with administering educational programs of a national scope. Note your organization's experience in managing a competitive grants program and selection process. Describe your organization's experience with hosting virtual events, and in-person convenings.
- b) **Proposed project activities.** Be as specific as possible. Describe your plans for accomplishing all aspects of the project as described in the Program Description section

of the funding guidelines. Describe your organization's ability to manage the award and administration of federal subgrants.

- c) **Schedule** of key project planning and implementation dates.
- d) The various **audiences** that you intend to engage and how you plan to reach them, including those in underserved communities or in the juvenile justice system, as appropriate.
- e) Your strategies for **promoting** and providing broad visibility for the program.
- f) Describe any **unique resources** that you will bring to the project or special efforts your organization will undertake to make this project a success.

ATTACHMENT 2: To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. Submit no more than three pages total. 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 \$1,482,000. Your budget should include all costs necessary to administer and carry out the SIAC program, including the costs supported by the cost share/match.

ATTACHMENT 4: To this button, attach a single PDF (2-page maximum) with one or two recent examples of **programmatic material** that provides evidence of your experience in undertaking work that is relevant to this project. You may embed web links to relevant materials in the PDF. In this case, 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 material to be downloaded (e.g., Dropbox).

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

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 on Previous Awards

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

Travel Policy

Travel costs (including lodging, meals, and incidental expenses) for program participants, as well as officials or employees of the Grantee, 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 grant 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 may provide the grantee 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 permitted as part of this Cooperative Agreement. Subgranting requirements can be found in the [Partnership General Terms and Conditions](#).

Project Reporting and Evaluation

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

Agency Contacts

If you have questions about *programmatic requirements*, contact:
Greg Reiner, NEA Director of Theater and Musical Theater
202-682-5482 or reiner@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 Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours per day, seven days a week.

Paperwork Reduction Act Statement

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

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