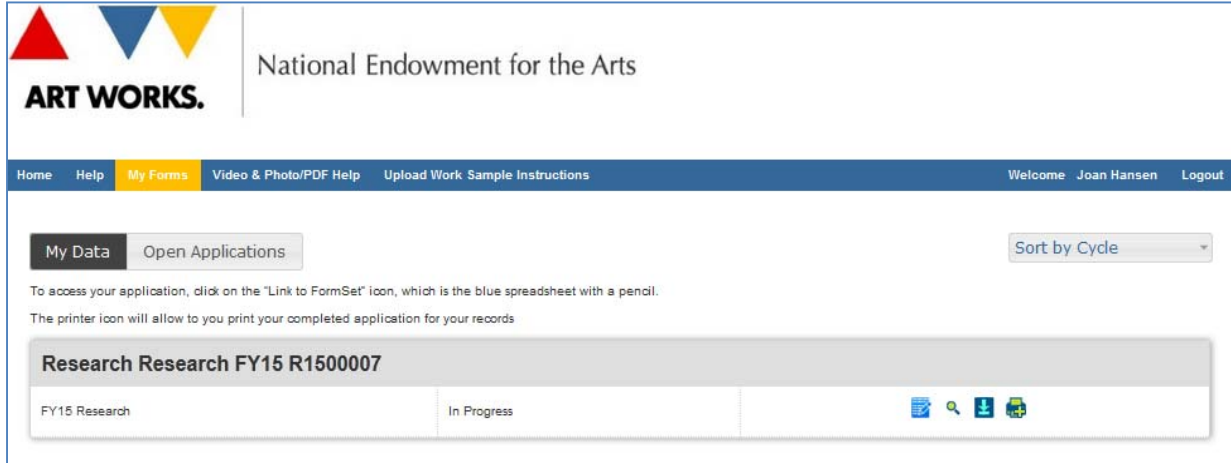# Art Works Grant Application Form

Log in Screen

Log in Screen Example:

View Application Data

The data below is from the application you submitted through Grants.gov. It is for review only; this information cannot be edited here. If changes are needed, contact the NEA.

3. Category

6. Applicant Organization Name

9. Organization Address

10. Organization Address 2

11. Applicant Organization City

12. Applicant Organization State

13. Organization Zipcode

16. Organization Website

20. Project Start Date

21. Project End Date

37. Project Director Prefix Name

38. Project Director First Name

39. Project Director Middle Name

40. Project Director Last Name

41. Project Director Title

Part 1: Organizational Information

Please refer to the NEA's website for instructions on how to fill out the Grant Application Form, as well as what items to upload, in "Step 2: Submit Materials to NEA-GO" for your discipline. See here for more information: http://arts.gov/grants-organizations/art-works

OMB Number: 3135-0112
Expiration Date: 11/30/2016

NOTE: All red asterisked (*) items on this form are required and must be completed before you will be able to submit the form.

Legal Name (per your IRS Determination Letter): *

Popular Name (if different):

Date organization was incorporated (if applicable):

For this application, are you serving as the Parent of an Independent Component:

- Yes
- No

For which component:

Applicant Organization Status: Select the one item that best describes the legal status of the organization *

- Nonprofit Organization
- Municipal Government
- State Government
- County Government
- Tribal Government
- None of the Above

Mission/purpose of your organization: Briefly summarize the mission and purpose of your organization. For non-arts organizations (e.g., universities, human service agencies), summarize your mission as it pertains to your cultural programs or services. *

     1500 character limit

Organization Budget: Complete this section using figures from completed fiscal years. If you are a parent organization, this information should refer to the component on whose behalf you are applying.

Please see the instructions for filling out the Organization Budget in "Step 2: Submit Materials to NEA-GO" for your discipline. See here for more information: http://arts.gov/grants-

organizations/art-works

In the space below, discuss the fiscal health of your organization. In addition, you must explain: 1) any changes of 15% or more in either your income or expenses from one year to the next, and 2) plans for reducing any deficit (include the factors that contributed to the deficit and its amount). *

1000 character limit

Organization Budget Example:

Organization Budget: Complete this section using figures from completed fiscal years. If you are a parent organization, this information should refer to the component on whose behalf you are applying.

Please see the instructions for filling out the Organization Budget in "Step 2: Submit Materials to NEA-GO" for your discipline. See here for more information: http://arts.gov/grants-organizations/art-works

	Most Recently Completed FY	Previous FY	Two Years Prior
FY End Date (MM/DD/YYYY)			
Income			
Earned			
Contributed			
TOTAL INCOME	0	0	0
Expenses			
Artistic Salaries			
Production / Exhibition / Service Expenses			
Administrative Expenses			
TOTAL EXPENSES	0	0	0
Operating Surplus / Deficit	0	0	0

In the space below, discuss the fiscal health of your organization. In addition, you must explain: 1) any changes of 15% or more in either your income or expenses from one year to the next, and 2) plans for r

Applicant Organization Discipline: Select the primary discipline that is most relevant to your organization and, optionally, up to two additional disciplines. This refers to the primary artistic emphasis of your organization. This selection will not be used in the review of your application. See Part 2: Project Information: NEA Office/Discipline to choose the office/discipline that you would like to review your project.

- o Artist Community
- o Arts Education Organization
- o Dance
- o Design
- o Folk & Traditional
- o Literature
- o Local Arts Agency
- o Media Arts
- o Museums
- o Music
- o Opera
- o Presenting & Multidisciplinary Works Organization
- o Theater & Musical Theater
- o Visual Arts
- o None of the above [only visible in Primary]

Applicant Organization Discipline: Optionally, choose up to two additional disciplines. *(To select more than one option on Windows, hold down the CTRL key and select multiple options. To select more than one option on Mac, hold down the Command key and select multiple options.)*

Applicant Organization Description: Select the primary description that is most relevant to your organization and, optionally, up to two additional descriptions.

- Artists' Community, Arts Institute, or Camp
- Arts Center
- Arts Council / Agency
- Arts Service Organization
- College / University
- Community Service Organization
- Fair / Festival
- Foundation
- Gallery / Exhibition Space
- Government
- Historical Society / Commission
- Humanities Council / Agency
- Independent Press
- Library
- Literary Magazine
- Media-Film

- Media-Internet
- Media-Radio
- Media-Television
- Museum-Art
- Museum-Other
- Performance Facility
- Performing Group
- Presenter / Cultural Series Organization
- Religious Organization
- School District
- School of the Arts
- Social Service Organization
- Union / Professional Association
- None of the above [only visible in primary]

Applicant Organization Description: Optionally, choose up to two additional descriptions. *(To select more than one option on Windows, hold down the CTRL key and select multiple options. To select more than one option on Mac, hold down the Command key and select multiple options.)*

Part 2a: Project Information

Project Information Example:

NEA Office/Discipline for Proposed Project: This refers to the artistic discipline associated with your project, not necessarily your organization as a whole (the exception to this rule is Local Arts Agencies). Choose the artistic discipline carefully because your selection will determine which panel of experts will review your proposal. Contact us if you have any questions about which discipline is most appropriate for your project.

- Artist Communities
- Arts Education
- Dance
- Design
- Folk & Traditional Arts
- Literature
- Local Arts Agencies
- Media Arts
- Museums
- Music
- Opera
- Presenting & Multidisciplinary Works

- Theater & Musical Theater
- Visual Arts

You have identified the primary discipline of your proposed project as Arts Education; select one additional office/discipline that describes this project:

[only visible to those that select Arts Ed for the previous question]
- Dance
- Design
- Folk & Traditional Arts
- Literature
- Local Arts Agencies
- Media Arts
- Museums
- Music
- Opera
- Presenting & Multidisciplinary Works
- Theater & Musical Theater
- Visual Arts

Project Activities

Project Title
Please provide any updates to the information you submitted through Grants.gov. The text field below is in plain text and cannot be formatted (e.g., bold, italics). If you have no updates, leave this field blank.
200 character limit

C

Project Description
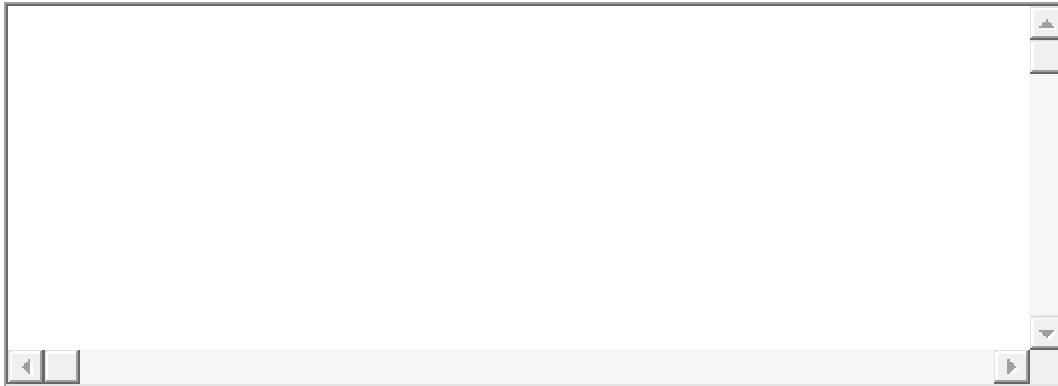Please provide any updates to the information you submitted through Grants.gov. The text field below is in plain text and cannot be formatted (e.g., bold, italics). If you have no updates, leave this field blank. C

1000 character limit

Major Project Activities: Be as specific as possible about the activities that will take place during the allowable project period. Where relevant, include information on any educational component or outreach activities of the project. Do not describe organizational programming unrelated to the proposed project.

3000 character limit

Major Project Activities Example:
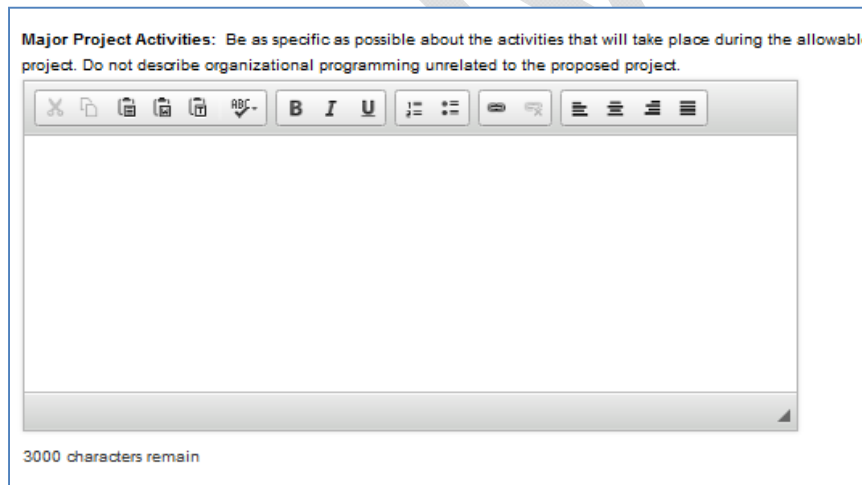
Selection and Description of Key Works of Art: Briefly describe any key works of art that will be central to the project. Indicate the process and criteria for the selection of these works of art and, where relevant, describe the role these works of art played in the development of the project to date. Where key works of art remain to be selected, describe the selection procedures that you

9

plan to follow and the qualifications that you seek.

1000 character limit

Schedule of key project dates: Costs incurred prior to the earliest allowable start date cannot be included in the project budget. Please see the Art Works or Challenge America guidelines for the earliest allowable start date for your category/application deadline. If you include activities that occur before the earliest allowable start date, make sure you note that those activities and costs are not included on the Project Budget form. *

1500 character limit

Promotion & Publicity: Briefly describe your plans for promoting and/or publicizing the project. *

1000 character limit

Accessibility: Explain how you will make your project accessible to individuals with disabilities in compliance with federal law and regulations through access accommodations for both facilities and programs, such as audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, etc. See the Nondiscrimination Statutes in "Assurance of Compliance" for more information. (For technical assistance on how to make your project fully accessible, contact the Arts Endowment's Accessibility Office at accessibility@arts.gov, 202/682-5532 Voice or the Civil Rights Office at 202/682-5454 or 202/682-5082 Voice/T.T.Y.) *

1000 character limit

Project Activity Type: *

- o **Apprenticeship**
- o **Arts Instruction** Includes lessons, classes and other means to teach knowledge of and/or skills in the arts
- o **Artwork Creation** Includes media arts, design projects, and commissions

- **Audience Services** (e.g., ticket subsidies)
- **Broadcasting** via TV, cable, radio, the Web, or other digital networks
- **Building Public Awareness** Activities designed to increase public understanding of the arts or to build public support for the arts
- **Building International Understanding** Includes activities that either bring international art and/or artists to the U.S. or bring American art and/or artists to other nations
- **Concert/Performance/Reading** Includes production development
- **Curriculum Development/Implementation** Includes design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives, etc.
- **Distribution of Art** (e.g., films, books, prints; do not include broadcasting)
- **Exhibition** Includes visual arts, media arts, design, and exhibition development
- **Fair/Festival**
- **Identification/Documentation** (e.g., for archival or educational purposes)
- **Marketing**
- **Presenting/Touring**
- **Professional Development/Training** Activities enhancing career advancement
- **Professional Support: Administrative** Includes consultant fees
- **Professional Support: Artistic** (e.g., artists' fees, payments for artistic services)
- **Publication** (e.g., books, journals, newsletters, manuals)
- **Recording/Filming/Taping** (e.g., to extend the audience for a performance through film/tape audio/video; do not include archival projects)
- **Repair/Restoration/Conservation**
- **Research/Planning** Includes program evaluation, strategic planning, and establishing partnerships
- **Residency - School** Artist activities in an educational setting
- **Residency - Other** Artist activities in a nonschool setting
- **Seminar/Conference**
- **Student Assessment** Includes measurement of student progress toward learning objectives. Not to be used for program evaluation.
- **Technical Assistance** with technical/administrative functions
- **Web Site/Internet Development** Includes the creation or expansion of Web sites, mobile and tablet applications, the development of digital art collections, interactive services delivered via the Internet, etc.
- **Writing About Art/Criticism**
- **None of the above**

Additional Project Activity Type Optionally, choose up to two additional activity types.

(To select more than one option on Windows, hold down the CTRL key and select multiple options. To select more than one option on Mac, hold down the Command key and select multiple options.)

Part 2b: Project Objectives

Intended project objective: Intended project objective: Select the objective that best describes the intent of your project.

- Creation: The creation of art that meets the highest standards of excellence
- Engagement: Public engagement with diverse and excellent art
- Learning: Lifelong learning in the arts
- Livability: The strengthening of communities through the arts

Objective Narrative: Briefly discuss how your project directly addresses the selected NEA objective. You may also discuss any additional objectives of your own that you have established for the project. *

1000 character limit

Performance Measurement: Briefly describe the performance measurements you will use to provide evidence that the objective was achieved, including plans for documenting and disseminating the project results, as appropriate.

Please see "Program Evaluation Resources" (http://arts.gov/grants-organizations/art-works/program-evaluation-resources) for additional information.
 *

1000 character limit

Intended Beneficiaries (Audience/Participants/Community)

Briefly describe the intended beneficiaries to whom the project is directed. In your response, address the expected benefit. *

1000 character limit

Have the intended beneficiaries been consulted in the development of this project?

o Yes
o No

Briefly describe any consultations, plans for consulting, or reasons for not consulting with the intended beneficiaries. *

    1000 character limit

Has your organization worked with these beneficiaries in the past?

o Yes
o No

Briefly describe your previous work with these beneficiaries or relevant work your organization has done that will help you reach these beneficiaries.

    1000 character limit

Is this project intended to reach a population historically underserved by arts programming and/or does the project target a specific audience based on characteristics such as race, ethnicity, or age?

o Yes
o No [details below visible to all respondents but can only be answered if respondent selects "Yes"]

From the options below, select all descriptors that best describe the intended audience and/or other beneficiaries to whom the project is directed.

Race/Ethnicity (choose all that apply)

(To select more than one option on Windows, hold down the CTRL key and select multiple options. To select more than one option on Mac, hold down the Command key and select multiple options.)

Race/Ethnicity - U.S. federal government agencies must adhere to <u>standards issued by the Office of Management and Budget (OMB)</u> in October 1997, which specify that race and Hispanic origin (also known as ethnicity) are two separate and distinct concepts. These standards generally reflect a social definition of race and ethnicity recognized in this country, and they do not conform to any biological, anthropological, or genetic criteria. Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's ancestors before their arrival in the United States.

American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the Black racial groups of Africa.

Hispanic or Latino - People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- o American Indian or Alaskan Native
- o Asian
- o Black or African American
- o Hispanic or Latino
- o Native Hawaiian or Other Pacific Islander
- o White
- o All of the above

Age Ranges (choose all that apply)

(To select more than one option on Windows, hold down the CTRL key and select multiple

options. To select more than one option on Mac, hold down the Command key and select multiple options.)

- o Children/Youth (0-18 years)
- o Young Adults (19-24 years)
- o Adults (25-64 years)
- o Older Adults (65+ years)
- o All of the above

Underserved/Distinct Groups (choose all that apply)

(To select more than one option on Windows, hold down the CTRL key and select multiple options. To select more than one option on Mac, hold down the Command key and select multiple options.)

- o Individuals with Disabilities
- o Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- o Individuals below the Poverty Line
- o Individuals with Limited English Proficiency
- o Military Veterans/Active Duty Personnel
- o Youth at Risk
- o Other underserved/distinct group

Describe how the project will benefit the underserved community.

1000 character limit

Part 2c: Project Locations

Provide the city, state, and five-digit zip code in which project activities are expected to occur. For international locations, provide the city, country, and enter "00000". You may submit individual locations using the webform. To upload multiple locations at once, consider using the multiple location spreadsheet upload option. You may submit up to 100 locations.

If you enter a location that can't be validated, you will receive an option to "Save Anyway." Choose this and continue with your application.

Once entered (either one at a time or by using the spreadsheet upload option) you will be able to review your entries on the bottom of this page, and make revisions. You can make changes in an entry or move to another entry by clicking the Edit button for that entry.

Add project locations one at a time
City *

State *

Zip *

Upload project locations from a spreadsheet

Use the project location template to list your projects and upload a single spreadsheet. The system will validate whether the data is in the correct format. For a smooth upload process, please abide to the formatting for each data type. » Download the project location template

Or drag & drop your file here

Project Locations Example:

Part 2c: Project Locations

Provide the city, state, and five-digit zip code in which project activities are expected to occur. You may submit individual locations using the webform. To upload multiple locations at once, consider using the multiple location spreadsheet upload option.

If you enter a location that can't be validated, you will receive an option to "Save Anyway." Choose this and continue with your application.

Once entered (either one at a time or by using the spreadsheet upload option) you will be able to review your entries on the bottom of this page, and make revisions. You can make changes in an entry or move to another entry by clicking the Edit button for that entry.

Add project locations one at a time

City *

State *   Select

Zip *

Upload project locations from a spreadsheet

Use the project location template to list your projects and upload a single spreadsheet. The system will validate whether the data is in the correct format. For a smooth upload process, please abide to the formatting for each data type. » Download the project location template

Part 3: Project Budget

Please see the instructions for filling out the Project Budget in "Step 2: Submit Materials to NEA-GO" for your discipline. Budget descriptors should not exceed 100 characters each. See here for more information: http://arts.gov/grants-organizations/art-works

Project Budget Example:

(Income)

Part 3: Project Budget

Please see the instructions for filling out the Project Budget in "Step 2: Submit Materials to NEA-GO" for your discipline. See here for more information: http://arts.gov/grants-organizations/art-works

Income

1. Amount Requested from NEA	
2. Total Match for this project	
Cash	Cash Amount
Total cash (a):	0
In-kind	In-kind Amount
Total In-Kind (b):	0
Total match for this project (2a + 2b):	0
3. Total project income (1 + 2):	0

Refers to the cash donations, grants, and revenues that are expected or received for this project.

(Expenses)

Expenses				
1. Direct Costs: Salaries and wages				
TITLE AND/OR TYPE OF PERSONNEL	NUMBER OF PERSONNEL	ANNUAL OR AVERAGE SALARY RANGE	% OF TIME DEVOTED TO THIS PROJECT	AMOUNT
Total Salaries and wages (a):				0
Fringe Benefits				
Total fringe benefits (b):				
Total salaries and fringe benefits (a + b):	0			
2. Direct Costs: Travel (include subsistence)				
# OF TRAVELERS	FROM	TO	AMOUNT	
Total Travel			0	
3. Direct Costs: Other	AMOUNT			

(Expenses, continued)

Total other expenses:	0	
4. Total Direct Costs (1 + 2 + 3):	0	
5. Indirect Costs (if applicable)		
Federal Agency:		
Rate (.0000):		
Base:		
Total Indirect Costs	0	
6. Total Project Costs (4 + 5):	0	

The amounts below will populate from what you have entered after clicking Save at the bottom.

Total Project Income MUST equal Total Project Costs.

If they do not equal, you must adjust your figures in your budget above and Save. If you included an Indirect Cost Rate, the figures may not exactly match. In this case, click Save and continue.

Amount Requested from the NEA (1) **R**

Total Match (2a 2b) **R**

TOTAL PROJECT INCOME (3) **R**

TOTAL PROJECT COSTS (4 5) **R**

Project Budget Example:

The amounts below will populate from what you have entered after clicking Save at the bottom.

Total Project Income MUST equal Total Project Costs.

If they do not equal, you must adjust your figures in your budget above and Save.

Amount Requested from the NEA (1) **R**

Total Match (2a 2b) **R**

TOTAL PROJECT INCOME (3) **R**

TOTAL PROJECT COSTS (4 5) **R**

Part 4a: Project Participants - Individuals

Selection of Key Individuals: Briefly describe the process and criteria for the selection of key individuals that will be involved in this project (e.g. primary artist(s), project director, artistic director, executive director, teachers, curator, editor, folklorist, conductor). Where relevant, describe their involvement in the development of the project to date. Where they remain to be selected, describe the procedures that you plan to follow and the qualifications that you seek. *

1000 character limit

Bios of Key Individuals: Include brief, current biographies of the key individuals. You may include up to 10.

First Name

Last Name (use this field for artistic group names or single names)

Role

o   Primary artist
o   Project director
o   Artistic director
o   Executive director
o   Developer/Technologist
o   Designer/Art Director
o   Teacher
o   Teaching Artist
o   Curator
o   Editor
o   Folklorist
o   Conductor
o   Other

Proposed or committed?

o   Proposed
o   Committed

Bio

500 character limit

Part 4b: Project Participants - Organizations

Selection of Key Organizational Partners: An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require matching resources from non-NEA sources, organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way. If applicable, briefly describe the process and criteria for the selection of key organizations that will be involved in the project. Where relevant, describe their involvement in the development of the project to date. Where they remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek.

1000 character limit

Description of Key Organizational Partners: Include brief, current descriptions of the key organizational partners. You may include up to 10.

Organization Name

Proposed or committed?

- Proposed
- Committed

Organization Role

o   Nonprofit arts organization
o   Nonprofit community organization
o   School
o   School district
o   Local government agency
o   State government agency
o   Federal government agency
o   College/University
o   Religious Organization
o   For-profit commercial organization
o   Media organization
o   Other

Description of the Organization

500 character limit

Part 5: Upload Docs, Work Samples

There are four types of required items: Programmatic activities list, statements of support, special items, and work samples.

Please refer to the NEA's website for instructions for documents and work samples to upload in "Step 2: Submit Materials to NEA-GO" for your discipline. See here for more information: http://arts.gov/grants-organizations/art-works

Upload files here. DO NOT click the Manage Folders button. Simply click Upload and reorder or edit your files if necessary:

Be sure to click Save before clicking Submit.

You must click Submit to finalize your application for NEA review.

Upload Docs, Works Samples - Save and Submit Example:

Part 5: Upload Docs, Work Samples

There are four types of required items: Programmatic activities list, statements of support, special items, and work samples.

Please refer to the NEA's website for instructions for documents and work samples to upload in "Step 2: Submit Materials to NEA-GO" for your discipline. See here for more information: http://arts.gov/grants-organizations/art-works

Upload files here. DO NOT click the Manage Folders button. Simply click Upload and reorder or edit your files if necessary:

Manage Folders

Folder is Empty.
Folder Name: Art Works Application August 2015-Art Works FY15 August
Folder Size: 0.00 MB
User Storage: 0MB out of 250MB Used, 250MB Available

Upload requirements	Min #	Max #	Max File Size	Uploaded
Images	0	20	20 MB	
Videos	0	5	250 MB	
Documents	0	20	40 MB	
Audios	0	5	20 MB	

Be sure to click Save before clicking Submit.

You must click Submit to finalize your application for NEA review.