

CFDA No. 45.024  
NEAPS0803

## **Program Solicitation: International Arts Journalism Institute**

### **Proposal Receipt Deadline: October 6, 2008**

The Arts Endowment requires organizations to submit their proposals 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. on the deadline date above. We strongly recommend that you submit at least one week in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

### **Description of Funding Opportunity**

The NEA Arts Journalism Institutes were launched in 2004 to improve the quality and quantity of arts coverage and criticism in specific arts disciplines. Previous institutes have provided intensive professional training for journalists who cover dance, theater, musical theater, classical music, and opera. This institute will be in the visual arts with a focus on American art of the last 150 years.

This institute also introduces an international component. The NEA is collaborating with the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) on an institute that will involve 20-24 journalists/media commentators. Half of the participants will be from regions such as the Middle East, the Far East, and North Africa; half from the United States. All international participants will be fluent in English, both spoken and written; will have experience as print or media journalists and/or as educators in the field of critical writing; and will be expected to offer a presentation on the visual arts of their country during the institute. The U.S. participants are expected to have substantial experience in reporting on or critiquing the visual arts.

As with the other NEA Arts Journalism Institutes, this institute is designed to enhance the ability of participants to make informed critical judgments and to report with acuity on trends in the arts, thereby developing audiences for and increasing understanding and appreciation of American art. With its international component, this institute is also designed to promote cultural understanding. The participating journalists from abroad will bring knowledge, perspectives, and outlooks different from those of their American counterparts. The exchange of ideas and expertise between professional colleagues from different countries should provide an added dimension to each participant's experience as they improve their knowledge and understanding of the excellence, vitality, and diversity of American art of the past 150 years. In addition, better informed arts coverage in both the United States and abroad should enhance readers' understanding and appreciation of American art.

The Arts Endowment plans to enter into a Cooperative Agreement with an organization to administer the International Arts Journalism Institute as detailed below.

### **Scope of Work**

The purpose of this Program Solicitation is to select an organization (Cooperator) to administer the 2009 International Arts Journalism Institute. This institute will take place for two weeks in the summer of 2009 and will involve 20-24 participants. Half of the participants will be from the U.S.; half from other countries recommended by the U.S. Department of State. The Cooperator is also responsible for a three-day orientation in Washington, DC immediately preceding the institute.

The institute will focus on American art of the last 150 years. In addition to lectures and course work, the Cooperator is expected to provide significant opportunities for the viewing of American art in museums and other venues in Baltimore, New York City, Philadelphia, and Washington, DC. Priority will be given to applicants located in one of these cities. The Cooperator is also expected to have on staff or to engage personnel with experience in cross-cultural communication and learning.

The Cooperator will work closely with the NEA Project Director on all phases of this project.

### **Detailed Responsibilities of Cooperator**

The Cooperator will:

- Work with the NEA Project Director to refine the details and schedule of all components of this project. Provide the proposed final daily schedule of orientation and institute activities to the NEA for approval.

The Cooperator is expected to take cultural sensitivities, including dietary and religious requirements, into account when making all arrangements for both the orientation and the institute.

- Develop, provide to the NEA for approval, and carry out a plan for advertising and publicizing the institute in the United States. Develop and provide to the NEA for approval guidelines and review criteria for the selection of American journalists to participate in the institute. (The U.S. Department of State will identify potential participants from other countries through its embassies and consulates overseas, and ECA will provide a list of international candidates to the Cooperator.) The Arts Endowment, the Cooperator, and ECA will select the final 20-24 institute participants from among the candidates identified by ECA and the Cooperator.
- Work with the NEA and ECA to plan and carry out a three-day orientation in Washington, DC immediately preceding the institute. Day one of this orientation will

be for the foreign participants only. The remaining two days will be for all institute participants and will include a one-day tour of the monuments and other public institutions in Washington, DC. The Cooperator is responsible for all logistics and expenses involved in this orientation including housing, meals, and travel.

- Coordinate the arrangements for and logistics of a NEA-State Department welcoming event for all institute participants. The Cooperator is not responsible for any costs (food, beverages, facility rental, etc.) associated with this event.
- Administer a two-week institute that focuses on American art of the last 150 years. This institute will include:

--Lectures and seminars that provide an overview of and insights into American art of the last 150 years, particularly as it relates to exhibitions to be visited. These will be conducted by artists, curators, museum administrators, gallery operators, and other visual arts experts on the staff of or engaged by the Cooperator. Material covered should help the participants from abroad learn about American art of this period while helping the U.S. participants further develop their eye, vocabulary, and understanding of this subject matter.

--Assigned readings to supplement and expand on the course material. The Cooperator is responsible for selecting study/educational material for participants. In the case of the foreign participants, the Cooperator will also be responsible for selecting, purchasing, packing for shipment, and delivering to ECA educational materials that are representative of U.S. arts and culture. ECA will mail this material to the foreign participants in advance of the institute.

--Training from senior journalists to improve the participants' viewing, analytical, and writing skills. Participants' reviews of visual arts exhibitions visited will be the basis for critiques and instruction.

--Attendance at a variety of museum and visual arts exhibitions that showcase the excellence, diversity, and vitality of American art of the last 150 years. In addition, participants should meet on-site with museum and other visual arts professionals and have the opportunity for a behind-the-scenes look at what goes into putting an exhibition together.

--A substantive presentation on the art of his or her country by each of the foreign participants. Each presentation will be followed by an opportunity for dialogue among all institute participants.

The Cooperator is responsible for identifying, providing, and paying for appropriate space (e.g., auditorium, classrooms, dining facilities, gathering spots), technical equipment (e.g., audio visual equipment), study/educational materials, and transportation (e.g., trains, buses to exhibitions) for all activities noted above. The Cooperator is also responsible for paying all honoraria and other expenses for all

instructors, guest lecturers, and other experts, and any entrance fees required of participants.

- Provide housing and food (either directly or through a food allowance) for all institute participants.
- Arrange and pay for transportation to and from the institute for all participants including international transportation for those from foreign countries.
- For the international participants, provide ECA with all information necessary to process visas in a timely manner. (ECA will provide the Cooperator with the visa requirements and will work with the appropriate embassies and consulates to obtain the actual visas.)
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit to the NEA's Grants & Contracts Office/Cooperative Agreement Section and to the NEA Project Director, a Final Descriptive Report (FDR) and a Financial Status Report, Standard Form 269.

### **Responsibilities of the NEA Project Director**

The NEA Project Director for this Cooperative Agreement will be the Coordinator, Leadership Projects and Initiatives, who will:

- Work with the Cooperator and ECA to refine the project plans, the division of responsibilities, and schedule.
- With the NEA's Office of Communications and ECA, review and approve all recruitment and publicity materials before they are published or distributed. Provide any additional NEA and ECA materials (e.g., publications, press releases, audio-visual materials) that might be helpful in augmenting material produced by the Cooperator.
- Work with the Cooperator to establish eligibility and selection criteria for participating journalists from the United States. Work with the Cooperator and ECA to select the final 20-24 institute participants.
- Work with the Cooperator and ECA to plan the three-day orientation session and a welcoming event for all institute participants. Give final approval to the Cooperator's proposed daily schedule.
- Make recommendations concerning program content, venues, exhibitions, and events that the participants might attend.

- Make recommendations on guest speakers and other individuals who might be involved in the institute. The Arts Endowment Chairman or designee and an ECA representative will make presentations to the participants during the institute.
- Act as liaison between the Cooperator and ECA.
- Act as liaison between the Cooperator and other NEA staff (e.g., International Activities, Communications Office, Museums, Visual Arts) that might be involved in the project.

**Estimated Schedule**

The schedule below is a preliminary, tentative schedule only. The Arts Endowment will work with the Cooperator to refine this information.

November 2008	Period of Support starts. Cooperator refines project plans with NEA and ECA.
December 2008	Cooperator provides plan for advertising and publicizing institute and draft guidelines and review criteria to NEA Project Director. NEA reviews and approves.
Winter 2009	Cooperator solicits and reviews applications for participants from the U.S. Develops plans for orientation and for institute including cultural institutions/exhibitions to be visited, curriculum, guest lecturers, etc.
Late Winter 2009	Cooperator, NEA, and ECA make final selection of institute participants.
Early Spring 2009	Cooperator provides material required for visas to ECA.
Spring 2009	Cooperator provides a daily schedule of all orientation and institute activities to the NEA for approval, works with NEA and ECA on the welcoming event, and makes travel arrangements for participants.
Summer 2009	Orientation, welcoming event, and institute take place.
December 31, 2009	Period of Support ends.
March 31, 2010	Cooperator submits Final Report to NEA.

## **Award Information**

### **Cooperative Agreement Amount**

The NEA expects to award one Cooperative Agreement of up to \$305,000.

This Cooperative Agreement does not require matching funds. However, any project costs beyond the amount above must be covered from sources other than the NEA. It is expected that the successful applicant will provide some cash and/or in-kind services in support of this project.

An organization may not receive more than one Arts Endowment award for the same project during the same or an overlapping period of support.

### **Period of Support**

This Cooperative Agreement will begin on or after November 1, 2008, and may extend through December 31, 2009.

### **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:

- Meet the Arts Endowment's "[Legal Requirements](#)" at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

### **How to Prepare and Submit an Application**

Organizations are required to submit their applications electronically through Grants.gov, the federal government's on-line application system. The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on October 6, 2008.

All applicants must be registered with Grants.gov in order to submit their application. Organizations that are not already registered should allow at least two weeks to complete this multi-step process.

The Arts Endowment has created an [easy-to-follow checklist for registering](#). Step-by-step instructions for registering also are available at [Get Registered](#). If you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov Web site at

[Applicant Help](#). The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply.

See “How to Prepare and Submit an Application” on pages 10-18 for further instructions.

## **Application Review**

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

The artistic excellence of the project, which includes:

- The applicant’s access to and partnerships with cultural institutions in Baltimore, New York City, Philadelphia, and Washington, DC that have world-class exhibitions focusing on American art from the mid-19<sup>th</sup> century to the present.
- The qualifications of individuals proposed as instructors and lecturers.

The artistic merit of the proposed project, which includes:

- The applicant’s experience in educating journalists who cover the arts.
- The applicant’s experience with cross-cultural communication and learning, and responsiveness to cultural sensitivities such as special dietary and religious requirements. The Cooperator is expected to have on staff or to engage personnel with expertise in cross-cultural communication and learning.
- The quality and appropriateness of the facilities that will be used.
- The applicant’s institutional capacity including:
  - The qualifications and experience of the applicant’s key project personnel
  - Evidence of appropriate planning for the logistics involved in a project of this size and nature, and experience in successfully implementing similar projects in the past.
  - The appropriateness of the budget including the applicant’s ability to provide financial support for the project.

Priority will be given to organizations located in Baltimore, New York City, Philadelphia, and Washington, DC.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in November 2008.

## **Award Administration**

### **Travel Policy**

Travel costs -- including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with the Cost Principles contained in OMB Circulars A-122, A-21, or A-87 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (The selected organization must submit a copy of this policy, if it exists, to the Arts Endowment Grants & Contracts Office 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.

When federal funds are used for foreign travel, such travel must be booked on a U.S. air carrier or a foreign air carrier under an air transport agreement with the U.S. when such service is available. Details can be found in the NEA's General Terms and Conditions referenced below.

### **Crediting Requirement**

The Cooperator must clearly acknowledge support from the National Endowment for the Arts and the U.S. Department of State's Bureau of Educational and Cultural Affairs in its programs and related promotional material including publications and Web sites. The Arts Endowment will provide the Cooperator with specific requirements for this acknowledgment.

### **Subsequent Cooperative Agreements**

While this Program Solicitation addresses the 2009 International Arts Journalism Institute, the Arts Endowment may continue this project in future years. The Arts Endowment may enter into 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**

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

## Agency Contacts

If you have questions about programmatic requirements, contact:

NEA Project Director  
Coordinator, Leadership Projects and Initiatives  
202/682-5457 or [mclaughm@arts.gov](mailto:mclaughm@arts.gov).

If you have questions about award administration, contact:

Nicki Jacobs  
NEA Grants & Contracts Officer  
202/682-5403 or [jacobsn@arts.gov](mailto:jacobsn@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](mailto:support@grants.gov), or consult the information posted on the Grants.gov Web site at [Applicant Help](#). The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.]

## Reporting Burden

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. The Arts Endowment welcomes any suggestions that you might have on improving its 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: Office of Guidelines and Panel Operations, Room 621, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. 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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## How to Prepare and Submit an Application

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 application no later than 11:59 p.m., Eastern Time, on October 6, 2008.** We strongly recommend that you submit at least one week in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. The Arts Endowment will not accept late applications. In addition, you may have a better experience if you submit outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.

### **Register with Grants.gov OR Renew/Verify Your Registration**

**All applicants must be registered with Grants.gov in order to submit their application. Applicants that are not already registered should allow at least two weeks to complete this multi-step process.**

The Arts Endowment has created an [easy-to-follow checklist for registering](#). Step-by-step instructions for registering also are available at [Get Registered](#). If you have problems registering, call the Grants.gov help desk at 1-800-518-4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov Web site at [Applicant Help](#). The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

**If your organization has already registered with Grants.gov, renew/verify the registration and make sure that all of the information is up to date.** [Your organization's registration with the Central Contractor Registry (CCR) – part of the Grants.gov registration process – must be renewed each year or it will expire.] Make certain that the individual who will be submitting this application is registered as an Authorized Organization Representative (AOR) and has a Username and Password.

### **Download the Application Package**

1. Verify your software.

**You must have Adobe Reader (version 8.1.1 or higher), a small, free software program, installed on your computer before you download your application package from Grants.gov.** Earlier versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

To verify that you have a compatible version of Adobe Reader installed, click on the test application package link below:

[Adobe Reader Version Test Application Package](#)

If you do not already have **Adobe Reader (version 8.1.1 or higher)** installed on your computer, [please download and follow the installation instructions.](#)

2. Access the application package on Grants.gov by clicking on the link below:

### **DOWNLOAD**

[Funding Opportunity Number: NEAPS0803]

This will bring you to the "Selected Grant Applications for Download" screen.

Download the application package and follow the instructions below. **It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.** You may find it helpful to print out these instructions so that you will have them available for easy reference as you complete the forms. You also may want to keep these instructions open in a window in your computer as they contain helpful links to information that you will need as you complete your application.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily. Close the saved application package before you start to work on it for the first time. Always open and work on your application from this location.** Save your changes each time you work on your application. You do not need to be connected to Grants.gov or the Internet until you are ready to submit your completed application.

### **Navigate the Application Package**

1. Open the application package that you have saved to your computer and the Grants.gov "Grant Application Package" screen will appear. In the "Application Filing Name" field, enter your organization's legal name.
2. In the "**Mandatory Documents**" box, you will see that there are two forms that you must fill out before you can submit your application. Move these forms from the "**Mandatory Documents**" box to the "**Mandatory Documents for Submission**" box. You must move the forms before you can open them. Once moved, the two forms merge into a single document. You can access each form by clicking on it to highlight it and then clicking on the "**Open Form**" box OR you can scroll down your screen and you will come to each form in succession.

### **The Two Mandatory Forms are:**

- Application for Federal Domestic Assistance/Short Organizational Form (SF-424): This form asks for basic information about your organization and project. Instructions for completing this form begin on page 14.
  - Attachments Form: This is not a form in the conventional sense, but rather a place to attach everything that is required for your proposal. Instructions for completing this form begin on page 16.
3. You can move around within and between forms by scrolling; by using the small blue arrows at the top of the forms; or, within the multi-page forms, by clicking on the "Next" or "Previous" button. Do **not** use the Back button arrow at the top of your screen as this will take you out of the Grant Application Package altogether.
  4. Clicking on the "**Close Form**" button at the top of a screen will capture your information and return you to the "Grant Application Package" screen. Before closing the "Grant Application Package" screen, click on the "Save" button to make sure that your most recent information is saved.
  5. When you click the "Save" button you will get the message "The File already exists. Replace existing file?" Click "Yes" to ensure that the most recent version of your application is saved to the same location on your computer.

### **Submit Your Electronic Application**



1. In the top left corner of the Grants.gov menu screen you will see buttons for **Save & Submit**, **Save**, **Print**, **Cancel**, and **Check Package for Errors**.
2. When you have completed your application (i.e., the two Mandatory Documents have been completed and saved), click the **Check Package for Errors** button to double check that you have provided all required information. This will alert you if you have left any required fields on the forms incomplete. This will not check the accuracy of your information or whether you have attached all required documents. Correct any errors and click **Save** to save your application package again. When your required fields are complete, you will receive the message, "Validation Passed."

3. If you want a hard copy of your completed application for your files, clicking the **Print** button will print out all of the forms in the Mandatory Completed Documents for Submission box. For a hard copy of the items that you are attaching to the Attachments Form, you will have to print each of these out separately from your computer.
4. Click the **Save & Submit** button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.** (REMINDER: You must have successfully completed all steps of the **registration process**, in sequence, in order to receive your Grants.gov Username and Password and be authorized to submit an application. Your registration must be verified or renewed each year.)
5. Click the "Login" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. If everything looks accurate, click the "Sign and Submit Application" button to complete the process. **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.**

***NOTE:** If it appears that your submission is not being successfully transmitted to Grants.gov (e.g., you do not receive a confirmation screen), it is possible that your application actually was submitted. You can check if your submission was successful by seeing if you have received the e-mail notifications from Grants.gov detailed below or by calling the Grants.gov help desk. Do not try to submit your application again until you have verified that your submission was unsuccessful. An application may not be submitted successfully for a number of reasons, such as heavy usage on the Grants.gov system or security settings on your computer or your firewall. If your application was not submitted successfully, close your connection to Grants.gov and resubmit.*

If you do not want to submit the application at this time, click the "Exit" button. You will be returned to the previous page where you can make changes in your material or exit the process.

Grants.gov will put a date/time stamp on your application when you click the "Sign and Submit Application" button. **Your application must be stamped no later than 11:59 p.m., Eastern Time, on your deadline date; the Arts Endowment will not accept late applications.** Remember that Grants.gov's Customer Service hours end for the day at 9 p.m., Eastern Time.

6. After you hit the "Sign and Submit Application" button, you will receive two notifications from Grants.gov:
  - a. First, you will receive confirmation that your application was **received by** the Grants.gov system. This confirmation will include the **Grants.gov Tracking Number** assigned to your application. The Tracking Number also will be e-mailed to your Authorized Organization Representative (AOR).
  - b. Soon thereafter (generally within 24-48 hours), you will receive notification as to whether your application was **successfully validated** by Grants.gov. If there are any errors in your application (e.g., the DUNS number on your application doesn't match exactly the DUNS number in your registration), it will be rejected by Grants.gov and not delivered to the NEA.

If Grants.gov rejects your application and the deadline has not yet passed, you can correct the error(s) in your application and resubmit. If the deadline has passed, you will not have this opportunity.

7. You also can track the progress of your application submission through Grants.gov by using your Username and Password to log in to the Grants.gov system and clicking on "Application Status."
8. After the deadline for this category, Grants.gov will notify you via e-mail when the Arts Endowment retrieves your application from Grants.gov, and again soon thereafter, when your application has been assigned an Agency Tracking Number (this will be the Arts Endowment-assigned application number). This process will serve to acknowledge the receipt of your application by the Arts Endowment.

### **Instructions for the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**

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

- 1. Name of Federal Agency:** Pre-populated.
- 2. Catalog of Federal Domestic Assistance Number:** Pre-populated.
- 3. Date Received:** This will be filled automatically with the date that you submit your application; leave blank.
- 4. Funding Opportunity Number:** Pre-populated.

## 5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.

b. Address:

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code**. (You may look it up at [www.usps.com/zip4/](http://www.usps.com/zip4/).)

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

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

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the CCR (Central Contractor Registry) as part of the Grants.gov registration or 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 located. 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 territory has a single Delegate, enter your two-digit state/territory abbreviation and "-000". If you need help, visit the House of Representatives Web site at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

## 6. Project Information:

a. Project Title: Enter "International Arts Journalism Institute."

b. Project Description: Provide a two or three sentence summary description.

c. Proposed Project Start Date/End Date: Enter a start date of November 1, 2008, and an end date of December 31, 2009.

## **7. Project Director:**

Provide the requested information for the Project Director. Please leave the Social Security Number box blank. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field.

## **8. Primary Contact/Grant Administrator:**

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please 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 will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the ["Assurance of Compliance"](#) section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

## **How to Use the Attachments Form**

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer. Several important points:

1. Most of these attachments are documents (e.g., narratives) that you will develop in accordance with the instructions provided. Attachment 3 is a fillable form; you will find a link to it.
2. For documents that you develop, label pages clearly with the name of the item (e.g., Narrative) and your organization's legal name. Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially.

3. We recommend that you attach your documents as PDF (portable document format) files. Using PDFs allows you to preserve the formatting of your documents so they can be presented to reviewers exactly as you intend. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to [PDF Conversion Programs](#).
4. **Name your files as indicated below and attach them in the proper order.**

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

**ATTACHMENT 1**: To this button attach your **Application Narrative** (up to 10 pages) that addresses the points below. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the Review Criteria for this project. Please organize your response a), b), c), etc. and use the boldfaced language below as a heading for each item.

- a) Your organization's **mission and principal activities**.
- b) Your proposed **plans for advertising and publicizing** the institute.
- c) Your proposed **plans for identifying and soliciting participants** from the United States.
- d) Your proposed plans for a three-day **orientation** in Washington, DC.
- e) Your **proposal for the institute itself** including a program outline, sample curriculum, potential cultural institutions and exhibitions to be visited, potential guest lecturers, etc. Describe the facilities and resources that you have available for all institute activities including housing, dining, classes, and lectures, and your plans for local transportation.
- f) Your organization's **past experience** with similar or related activities. Discuss your experience in education involving the arts and journalism and in cross-cultural communication and learning.

**ATTACHMENT 2:** To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. Include bios on the personnel with primary responsibility for cross-cultural communication and learning. If this individual or individuals are not on staff, indicate their availability for this project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

**ATTACHMENT 3:** To this button, attach the completed **Project Budget Form**, Pages 1 and 2 [[DOWNLOAD FORM](#)] [[INSTRUCTIONS](#)]. The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget"). Your budget should include, but need not be limited to:

- Up to a total of \$50,000 for international travel costs to and from the institute from their home countries and for the three-day DC orientation for the foreign participants.
- Up to \$5,000 for pre-institute educational materials for the foreign participants.
- Travel costs to and from the institute from their home cities for the U.S. participants.
- Cost of two days of orientation (including lodging, meals, local transportation, etc.) in Washington, DC for the U.S. participants
- All participants' expenses during the two-week institute: travel, lodging, meals, study materials, exhibition entry fees, etc.
- Instructor/expert expenses: travel, lodging, meals, honoraria.
- Administrative salaries and benefits.
- Facility and maintenance fees.
- Advertising and promotion.

Your budget should not include any costs associated with the welcoming event.

**ATTACHMENT 4 (Optional):** To this button, attach any additional supporting information that you think necessary (e.g., evidence of previous similar programs or of experience with cross-cultural education). 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.

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.