

CFDA No. 45.024
NEAPS0802

Program Solicitation: 2010 *NEA Jazz Masters* Announcement and Awards Ceremony & Concert

Proposal Receipt Deadline: August 28, 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.

Description of Funding Opportunity

The *National Endowment for the Arts Jazz Masters* awards represent the highest honor that our nation bestows upon jazz musicians. Each year, a select number of living legends who have made exceptional contributions to the advancement of jazz are recognized. Awards are based on nominations from the public including the jazz community. In 2010, the Arts Endowment anticipates honoring up to five jazz musicians as well as one individual who is designated as a jazz advocate.

The Arts Endowment plans to enter into a Cooperative Agreement with an organization to coordinate the 2010 *NEA Jazz Masters* Announcement, Awards Ceremony & Concert, and related activities as detailed below.

While this Program Solicitation addresses the 2010 *NEA Jazz Masters* awards, the Arts Endowment anticipates continuing these awards in future years. Thus, 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.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to help support events related to the 2010 *NEA Jazz Masters* Awards. The Cooperator will facilitate and coordinate:

- 1) Announcement of the FY 2010 *NEA Jazz Masters* in late spring/early summer 2009.
- 2) An Awards Ceremony & Concert in New York City or Washington, DC in late fall 2009, or winter 2010.
- 3) Production of a video biography of each of the 2010 *NEA Jazz Masters*.

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- 4) Production of high quality audio and video recording of the Awards Ceremony & Concert and related events.
- 5) Associated activities as detailed below.

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

Detailed Responsibilities of Cooperator

On All Project Components

The Cooperator will:

- Work with the NEA Project Director to refine the details and schedule of all components of this project.
- Where consultant(s) or subcontractor(s) are to be hired, seek NEA approval of the individuals or organizations proposed.
- Provide the NEA Project Director with project updates, in a mutually agreed upon format, generally on a bi-weekly basis.
- 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.

Communications Responsibilities

The Arts Endowment will develop a comprehensive communications strategy that covers both the Announcement and the Awards Ceremony & Concert, and will take the lead in developing press and publicity materials. The Cooperator will be responsible for helping to implement this strategy by:

- Assisting the NEA in the preparation and production of marketing and press materials as requested.
- Working with the NEA to create appropriate mailing lists of print, broadcast, and online media and other appropriate contacts for the Announcement and for the Awards Ceremony & Concert.
- Assisting the NEA with on-site press management as needed.

Announcement of the 2010 NEA Jazz Masters

The Cooperator will:

- Work with the NEA to arrange for an appropriate date and format for announcing the 2010 *NEA Jazz Masters*. The NEA welcomes creative ideas for making this announcement. This might be in conjunction with an appropriate jazz-related activity or event, through an innovative use of technology, etc.
- Facilitate the Announcement. Assist the Arts Endowment as requested in the preparation of materials and ensure that materials developed are distributed as appropriate for the Announcement format that is adopted.

Awards Ceremony & Concert

The Cooperator will plan and execute all aspects of an Awards Ceremony & Concert and associated activities saluting the 2010 *NEA Jazz Masters* (up to six honorees). This will take place in New York City or Washington, DC in late fall 2009, or winter 2010. This event will encompass two days of activity, with panel discussions and interviews with the *NEA Jazz Masters* on day one and the Awards Ceremony & Concert on day two. Participants will require lodging in New York City or Washington, DC for three nights. The Cooperator will provide for advance communication with and on-site coordination for the 2010 *NEA Jazz Masters* as well as *NEA Jazz Masters* named in previous years. Specifically, the Cooperator will:

- Identify and, following NEA approval, contract with an appropriate facility for the Awards Ceremony & Concert. The Arts Endowment envisions a venue that can accommodate an audience of 1,000 to 1,500. The Cooperator will work in partnership with this facility to ensure effective communication and a clear outline of roles and responsibilities.
- Identify a producer, provide his/her qualifications to the NEA, and obtain NEA approval before engaging. This individual will be responsible for producing a comprehensive two-hour run-of-show that encompasses both the Awards Ceremony & Concert. The producer will secure a high quality jazz orchestra/ensemble, develop repertoire that honors the work of the 2010 *NEA Jazz Masters*, and provide sufficient rehearsal time to ensure an event of the highest quality. The proposed ensemble, program participants, and repertoire will be submitted to the NEA for approval.

- Identify, obtain NEA approval of, and contract with a producer for a four-to-five minute video biography of each of the 2010 *NEA Jazz Masters*. Provide two high-resolution digital copies with a compilation of the video biographies to the NEA Project Director at least two months before the Awards Ceremony & Concert.

The Cooperator (either directly or through the producer) is responsible for obtaining all necessary rights for the materials comprising the video biographies for use at the Awards Ceremony & Concert and for other NEA uses (e.g., Web site, publications). Rights must cover any copyright-protected material, including archival/historical footage, used in the biographies. Copies of all rights must be provided to the NEA with the digital copies noted above. [The NEA Office of General Counsel will consult with the organization selected as the Cooperator to make sure that the rights secured meet the Arts Endowment's needs.]

- Assure that all technical aspects of the Awards Ceremony & Concert are mastered. This includes staging, lighting and sound design, running order, rehearsal schedule, provision of appropriate production quarters, and other relevant requirements. The Cooperator is responsible for making sure that appropriately sized monitors to display the 2010 *NEA Jazz Masters* video biographies are in place.
- Develop, and secure NEA approval of, a script for the Awards Ceremony & Concert.
- Coordinate with the NEA on securing a co-host for the Awards Ceremony & Concert. (It is anticipated that the NEA Chairman or designee will serve as a co-host.)
- Arrange and pay for all air or other appropriate travel, ground transportation to and from airports and from hotels to all planned events, and per diem including lodging (three nights) for up to six 2010 *NEA Jazz Masters* and one guest per honoree. Arrange for a local escort for each of the 2010 honorees.
- Work with the NEA to determine an appropriate Award presenter for each of the 2010 honorees, and confirm the availability of the proposed presenters. Arrange and pay for transportation and per diem including lodging (one night) for each honoree's Award presenter when the presenter does not live locally.
- Invite the *NEA Jazz Masters* named in previous years to the 2010 Awards Ceremony & Concert and associated events. Offer logistical (but not financial) support for air travel, ground transportation, and lodging to encourage the participation of these individuals.
- Confirm the access to all event locations, and arrange for any special assistance that the 2010 class and other *NEA Jazz Masters* might need.
- In conjunction with the NEA, develop an advertising and ticketing policy. The Cooperator and the NEA will coordinate on a guest list for special invitees. In addition, the Cooperator is responsible for building the house by marketing the event

to key audiences including the jazz community. The Arts Endowment is committed to an event that is open and accessible, with free tickets and a capacity audience.

- Print and mail invitations to special invitees using the NEA-approved design. Coordinate with the NEA on RSVP and ticketing requirements, as well as guest check-in.
- Provide clearly reserved seating for the *NEA Jazz Masters*, Arts Endowment staff, and designated VIPs, ensuring that all groups are within direct proximity of each other. Share proposed seating chart with the NEA and acquire advance approval.
- Draft, develop, and print a concert program following guidance of the NEA Project Director and the NEA Director of Communications.
- Provide a dedicated office, with appropriate communication facilities, for NEA staff at the Awards Ceremony & Concert site.
- Provide a prominent space for and otherwise assist the NEA in setting up, manning, and later dismantling an NEA-provided display on the *NEA Jazz Masters* Initiative.
- Ensure that all materials developed for the ceremony (i.e., publications, signage, banners, press packages, etc.), are at the locations designated by the Arts Endowment Project Director, in conformance with approved schedules. Coordinate with and assist the Arts Endowment Office of Communications with media staffing, photo sessions, interviews, and general press inquiries.
- Arrange for a panel or panels where the 2010 *NEA Jazz Masters* and possibly other participants can be interviewed about their lives, times, and their thoughts on jazz over the years. The Arts Endowment envisions two moderated panel sessions, open to the public, of approximately 60-90 minutes each. Panels will take place the day before the Awards Ceremony & Concert and should be in a facility that is readily accessible to the *NEA Jazz Masters*. The Cooperator is responsible for any room rental costs as well as any necessary payments for the moderator(s) or special participants other than the *NEA Jazz Masters*.
- Initiate and coordinate broadcast quality audio recording and Webcast quality videotaping of the Awards Ceremony & Concert, the 2010 *NEA Jazz Masters* Panel(s), and other related events. Obtain advance NEA approval of the proposed producer(s). Provide two high-resolution digital copies to the NEA Project Director no later than six weeks after the Awards Ceremony & Concert.

The Cooperator (either directly or through the producer) is responsible for obtaining all necessary permissions/releases for the performers and other participants and for the use of any copyright-protected material that might be included at these events. Copies of the permissions/releases must be provided to the NEA with the digital copies noted above. [The NEA Office of General Counsel will consult with the

organization selected as the Cooperator to make sure that the rights secured meet the Arts Endowment's needs.]

- Secure NEA approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the 2010 *NEA Jazz Masters Awards Ceremony & Concert*. Coordinate with any such sources as appropriate.
- Disburse timely payments for expenses incurred as outlined in the scope of work and budget for the 2010 *NEA Jazz Masters Awards Ceremony & Concert*, and associated activities including videotaping and audio recording.

Responsibilities of the NEA Project Director

The NEA Project Director for this Cooperative Agreement will be the Director of Music and Opera. He/she will:

- Prepare and post guidelines, and organize and oversee the review of nominations for the 2010 *National Endowment for the Arts Jazz Masters* through panel and National Council on the Arts review and approval by the NEA Chairman. Confirm the availability of the proposed 2010 honorees for the Awards Ceremony & Concert. Provide biographical and contact information on the confirmed 2010 *NEA Jazz Masters* to the Cooperator.
- Work with the Cooperator to refine the project plans, the division of responsibilities, and schedule.
- Approve any project consultant(s) or subcontractor(s) proposed by the Cooperator.
- Coordinate with the Cooperator on determining the date and format for the Announcement of the 2010 *NEA Jazz Masters*. Coordinate with the NEA's Communication Office and the Cooperator on the press release announcing the recipients.
- Coordinate with the Cooperator on securing a site and date for the 2010 *NEA Jazz Masters Awards Ceremony & Concert* and associated events. Work with the Cooperator to determine an appropriate Award presenter for each honoree.
- Review and approve promotional plans and materials for both the Announcement and the Awards Ceremony & Concert.
- Review and approve the proposed producer, script, co-host, performing ensemble, other participants, and repertoire for the Awards Ceremony & Concert. Approve the proposed producer(s) of the video biographies and of the videotaping and audio recording of the Awards Ceremony & Concert. Approve plans for the panel(s) including the moderator(s) and participants.

- Provide a display on the *NEA Jazz Masters* Initiative that will be featured at the Awards Ceremony & Concert.
- Approve any other organizations or individuals that offer to sponsor events in conjunction with the 2010 *NEA Jazz Masters* Awards Ceremony & Concert.
- Work with the Cooperator on the ticketing policy and the guest list for the Awards Ceremony & Concert and accompanying events. Review and approve the proposed seating plan.
- Act as liaison between the Cooperator and other NEA staff (e.g., Communications Office) 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 once the dates for the Announcement and the Awards Ceremony & Concert are set.

November-December 2008	Cooperator refines project plans and schedule with NEA Project Director. Explores dates, sites, formats for project components.
Winter 2009	Cooperator arranges date and format for Announcement, and date and venue for Awards Ceremony & Concert. Identifies and seeks NEA approval of proposed producers for the Awards Ceremony & Concert, for the video biographies of the honorees, and for recording the Awards Ceremony & Concert and related events.
Spring 2009	NEA provides Cooperator with information on the 2010 <i>NEA Jazz Masters</i> . Cooperator finalizes all plans for the Announcement and works on logistics for Awards Ceremony & Concert. Cooperator contracts with NEA-approved producers noted in box above.
Late Spring/Early Summer 2009	Announcement of 2010 <i>NEA Jazz Masters</i> .
Summer 2009	Cooperator, with NEA, develops advertising and ticketing policy and guest list for Awards Ceremony & Concert. Identifies Award presenters and co-host for Awards Ceremony & Concert. Provides

	proposed concert program to NEA Project Director. Provides plans for panel(s) including moderator(s) and participants to NEA.
Fall 2009	Cooperator finalizes all plans for the Awards Ceremony & Concert, and all ancillary activities, in conjunction with the NEA Project Director. Provides run-of-show, program script, seating plan to NEA Project Director. Video biographies of the 2010 <i>NEA Jazz Masters</i> to the NEA Project Director 2 months before Awards Ceremony & Concert.
Late Fall 2009, Winter 2010	2010 <i>NEA Jazz Masters</i> Awards Ceremony & Concert.
Winter 2010	Video and audio recordings of 2010 <i>NEA Jazz Masters</i> Awards Ceremony & Concert and related events to NEA Project Director no later than six weeks after event.
March 31, 2010	Period of Support ends.
June 30, 2010	Submit Final Report to NEA.

Award Information

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$265,000.

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.

An organization may not receive more than one Arts Endowment award for the same costs during the same or an overlapping period of support. In addition, different awardees may not receive federal funds for the same project costs 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 March 31, 2010.

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 at least three years of experience in performing arts presenting and producing prior to the application deadline.
- 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 August 28, 2008.

Three copies of a video work sample that must be mailed directly to the Arts Endowment must be postmarked (or show other proof of mailing) no later than August 29, 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, 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" starting on page 12 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:

- Potential for this activity to be carried out at the highest level of artistic quality including the applicant's commitment to jazz and demonstrated track record in event production and presentation.

The artistic merit of the project, which includes the:

- Quality and clarity of the proposed media and promotion plans.
- Quality and clarity of the event production plans.
- Quality of the plans for all ancillary activities.
- Qualifications and experience of staff involved in the project.
- The appropriateness of the budget.
- Ability to complete the project within budget and in accordance with the tentative delivery schedule.

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 Regulations.

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts 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.

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
Director, Music and Opera
202/682-5438 or brownw@arts.gov

If you have questions about award administration, contact:

Nicki Jacobs
NEA Grants & Contracts Officer
202/682-5403 or 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, 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.

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 August 28, 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.

In addition to the material that you submit electronically through Grants.gov, you must mail a video work sample directly to the Arts Endowment. This item must be postmarked (or show other proof of mailing) no later than August 29, 2008. Details appear at the end of these instructions.

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, 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: NEAPS0802]

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 17.
 - 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 19.
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. Print a copy of this notification to include with the material that you mail to the Arts Endowment and keep a copy for your records. 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.

REMINDER: After submission of your application to Grants.gov, **you must mail a video work sample** (detailed in "Material to be Mailed Directly to the Arts Endowment" on page 21) directly to the Arts Endowment's Music office. This item must be included for your application package to be considered complete.

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/.)

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 and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter "2010 *NEA Jazz Masters* Announcement, Awards Ceremony & Concert, and Related Activities."

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 March 31, 2010.

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 organization's **experience in producing and presenting** performing arts events. Note any major jazz events that you have produced or presented in the past three years.
- c) Your organization's documented **jazz education and community outreach** efforts.

- d) Your organization's **networking and communications capabilities** especially as they relate to the jazz field.
- e) Your proposed **plans for announcing the 2010 NEA Jazz Masters**.
- f) Your proposed **plans for presenting and producing the 2010 NEA Jazz Masters Awards Ceremony & Concert** in New York City or Washington, DC. If you are proposing a specific venue(s) and producer(s), please note them and the degree of their commitment.
- g) Your proposed **plans for ancillary activities** including the moderated panel session(s) with the *NEA Jazz Masters* that will accompany the Awards Ceremony & Concert.
- h) Your organization's **experience in** -- or related to -- producing, or overseeing the production of, broadcast quality **audio recording and** Webcast quality **videotaping** of live jazz.

ATTACHMENT 2: To this button, attach **brief bios** (a maximum of two to a page) for the key personnel to be involved in 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").

If you wish to submit a copy of your own project budget for clarification, you may do so; submit this item as Attachment 4. **Your own project budget may not be submitted in lieu of the required form.**

ATTACHMENT 4 (Optional): To this button, you may attach your own project budget. The file name should indicate the name of your organization or a recognizable acronym followed by "SepBudget" (e.g., "ABCOrgSepBudget").

ATTACHMENT 5: To this button, attach one or two recent examples of **programmatic material** that provides evidence of your experience in producing or presenting events that are relevant to this project. The file name should indicate the name of your organization or a recognizable acronym followed by "ProgExamples" (e.g., "ABCOrgProgExamples"). [If you are unable to attach this material electronically, you may include it with the video work sample that you send directly to the Arts Endowment.]

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.

Material to be Mailed Directly to the Arts Endowment

In addition to the material that you submit electronically through Grants.gov, you must mail the following items to the Arts Endowment. Your application package will not be considered complete without these items.

1. A copy of the Submission Confirmation or validation e-mail from Grants.gov that includes your **Grants.gov Tracking Number**. (Upon submission of your electronic application material to Grants.gov, this confirmation will display on your screen.) Be sure that this is the first item in your mailed material.
2. **Three copies of a 20-30 minute video work sample that demonstrates your experience in producing or presenting events that are relevant to this project.** Your sample must be in one of the following formats: CD or DVD. Please provide an accompanying description that notes, as relevant:
 - Relationship of the work to the proposed project.
 - Name of the ensemble/artists/conductor/composer.
 - Title of the work.
 - Date the work was performed.

Label your package as follows. As detailed below, we recommend that you use a commercial delivery service. **Your mailed material must be postmarked (or show other proof of mailing) no later than August 29, 2008.**

**MUSIC
Room 703
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001**

Be sure to include a complete return address on your package that includes your organization's legal name. If the delivery service that you use requires a telephone number for the recipient on the label, use 202/682-5760.

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The National Endowment for the Arts continues to experience lengthy delays in the delivery of USPS mail. In addition, some or all of the First-Class and Priority mail we receive may be put through an irradiation process. Support material (e.g., CDs and DVDs) put through this process has been severely damaged. Until normal mail service resumes, please use a commercial delivery service, particularly if you are sending time-sensitive material.