

## Frequently Asked Questions/Tips for Grants to Organizations

### 1. **When will we get our award funds?**

After you fax your signed payment request form to the Grants & Contracts Office, you should allow up to 30 days for receipt of funds. If a progress report is not required and the form is completed correctly, you can often expect payment within 3 weeks.

### 2. **How will we know when our money has been transferred to our bank?**

You can track receipt and processing of your payment request form online at [www.arts.gov/mygrant](http://www.arts.gov/mygrant). You may expect payment no later than 20 days after the "date approved."

You must call your bank and ask whether the bank has received an ACH (automated clearinghouse) payment to your account. If you use any other terminology, the bank may not be able to give you the information you want.

### 3. **I submitted a Payment Request and see it as received in the table in Box 2 on the My Grant page but the amount is not listed. Why?**

The amount in the table does not appear until the Grants & Contracts Office's review is completed and the "Date Approved" is entered by the Grants & Contracts Office.

### 4. **Do I have to raise the matching funds before we can request our award?**

You may spend our money first! You may request reimbursement for money spent on the project after the start date of the period of support. You may also request an advance for expenses to be incurred within 30 days from the date you sign the payment request form.

### 5. **We want to make changes to our project. What do we need to do?**

All requests for changes, such as a time extension or project scope change, must be submitted by an authorizing official in writing to the Grants & Contracts Office before implementation. Sending requests to any office other than Grants & Contracts will only slow the process down. No other Endowment office has the authority to issue any changes! For more specific information on what to submit, see the [General Terms](#).

### 6. **What should I do if I want to change the consortium member or the consortium member dropped out?**

Changing the consortium member requires serious Endowment review. Please refer to the [General Terms](#). Approval is not guaranteed. The [Consortium Partner Information form](#) is available online.

**7. Can we use an award from our State Arts Agency to match our NEA grant?**

If your state arts agency identified their grant to you as a National Endowment for the Arts subgrant, you may NOT claim that award as match for your Endowment grant. (You may not use Federal money to match a NEA award.) If your state arts agency did not identify your award as NEA money, you may use their grant for the project to match ours.

**8. We paid an artist retainer prior to our project period start date. The artist is integral to the funded project. Can we claim that expense?**

No. Pre-award costs are unallowable. Many organizations contract artists well in advance of the period of support in order to ensure availability. Those pre-award costs may not be included in your application budget or claimed on your payment request form or federal financial report.

**9. May international artists be included in our project budget?**

Yes, as long as those artists were pre-approved and costs related to their compensation and travel are in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Asset Control (see <http://www.treas.gov/offices/enforcement/ofac/>).

A request to change artists must follow the Agency's procedures for a scope amendment as outlined in the [General Terms](#).

**10. Who owns the equipment purchased (with prior approval) with NEA grant funds?**

The grantee organization.

**11. Why did I receive a letter informing me that I was delinquent on submitting my final reports when we sent them last week?**

The letter and reports may have crossed in the mail. Please note the date on the delinquent letter. To verify receipt of your final reports, go to [www.arts.gov/mygrant](http://www.arts.gov/mygrant) and enter your 10-digit grant number. Item 3 tells you when your final reports are due and whether they have been logged into our database.

**12. What happened to the Geographic Location of Project Activity form (GEO)?**

The Geographic Location of Project Activity form (GEO) is now Part III of the [Final Descriptive Report](#). For questions about completing the GEO call the Research & Technology Office at 202-682-5424.

13. **The Final Descriptive Report form requests information about the "Arts Endowment outcome" addressed. What "outcome" is relevant to my project?**

You can see the intended outcome at [www.arts.gov/mygrant](http://www.arts.gov/mygrant). Just enter your 10-digit grant number.

14. **What is the Catalogue of Federal Domestic Assistance (CFDA) number for my award?**

Since 2005 the NEA has made awards under two CFDA numbers only:

45.024 - **Awards to Organizations and Individuals**

45.025 - **Partnership**

However CFDA numbers are visible for all awards at [www.arts.gov/mygrant](http://www.arts.gov/mygrant), in the **General Terms**.

National Endowment for the Arts

[webmgr@arts.gov](mailto:webmgr@arts.gov)