

Program Solicitation: 2020 NEA Jazz Masters Tribute Concert and Ancillary Events

Proposal Receipt Deadline: August 15, 2018

The National Endowment for the Arts (NEA) 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. Eastern Time on the deadline date above. We strongly recommend that you **submit your application by August 6, 2018** to give yourself ample time to resolve any problems that you might encounter.

Description of Funding Opportunity

The NEA is seeking an organization ("Cooperator") to produce and coordinate a free, public Tribute Concert (the "Concert") and ancillary events honoring the 2020 NEA Jazz Masters Fellowship awardees. The **NEA Jazz Masters Fellowship** is the highest honor that our nation bestows upon a jazz musician or advocate. Since 1982, the NEA has awarded 149 fellowships to great figures in jazz. In 2020, we anticipate honoring four individuals (generally three jazz musicians and one individual who is designated as a jazz advocate).

The Concert may take place in any U.S. city with a thriving jazz community or other characteristics that are likely to draw a robust audience for the Concert. We are interested in receiving proposals for concerts in venues located in a wide range of U.S. cities, states, and territories, especially those in the middle region of the country. We are also interested in rotating the Concert to other U.S. cities in future years contingent upon what we hope will be subsequent Cooperative Agreements with the organization selected as a result of this Program Solicitation. The Concert must take place during the winter or spring of 2020, and possibly coincide with Jazz Appreciation Month in April 2020 as appropriate. Project activities may also take place in conjunction with other related events undertaken by the Cooperator during this timeframe, such as an established jazz festival.

The Concert should highlight the honorees' individual, collective, or advocacy accomplishments, as appropriate. Applicants are encouraged to present innovative approaches to showcase the honorees and the NEA Jazz Masters brand through the events' design and event-related marketing and public relations efforts. The Concert may include, but is not limited to, performances by leading jazz artists that celebrate the 2020 honorees' bodies of work, history, or style.

The Cooperator will produce, secure music licenses and other necessary permissions for, and broadcast and webcast a live, high-definition video of the public Concert. The Cooperator will webcast the Concert live via the NEA's website, [arts.gov](https://www.arts.gov), and propose and secure opportunities for webcasting/broadcasting partnerships among other federal,

state, and local government agencies; public radio and/or television, satellite radio, NEA partners and designees; and music service organizations, as appropriate. A copy of the high-definition broadcast will also be provided to the NEA for later non-commercial use, to include archiving on the NEA's website and YouTube channel.

The Cooperator must also propose ancillary events that complement the public Concert. Examples include, but are not limited to: pre-Concert traditional and online media engagements; public listening/viewing parties; or other work to extend the reach of the public Concert into realms beyond the field of jazz. Educational activities could include: workshops, master classes or short term residencies in educational or community settings; and mentorship sessions between emerging artists and the 2020 NEA Jazz Masters.

The Cooperator will contract with an experienced videography vendor to produce 3 - 4 minute Tribute videos for all award recipients per the specifications and timeline agreed to by the parties. The Cooperator shall ensure that the permissions and licenses for the participants, images, and music used in the videos allow the uses required by the NEA, including but not limited to the use, broadcast, and webcast/streaming of the videos during the Concert as well as later non-commercial, educational use by the NEA on streaming platforms.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to produce and coordinate the 2020 NEA Jazz Masters Tribute Concert and ancillary events in conjunction with the NEA. In brief, the Cooperator will:

- Produce a free, public Concert in an indoor venue in a U.S. city in the winter or spring of 2020.
- Coordinate program components such as a live webcast and broadcast of the Concert; a marketing and public engagement strategy that appeals to local, national, and global audiences; and ancillary events as detailed below.
- Contract with an experienced videography vendor to produce Tribute videos for all award recipients per the specifications and timeline agreed to by the parties.

Note: Outside the scope of this Cooperative Agreement, but in tandem with the Concert and ancillary events, other activities such as an honoree dinner and reception will take place that make use of NEA contracts and gift funds.

Detailed Requirements

The Cooperator will work with the NEA's Project Director, and through the NEA's Project Director with other agency staff as appropriate, on all aspects of this program. The NEA's Project Director will be the Director of Music & Opera. The Cooperator will consult with, and will secure the approval of, the NEA's Project Director in carrying out the responsibilities below.

The Cooperator will:

- Propose a U.S. city and indoor venue(s) where the Concert and ancillary events will take place, and prepare a comprehensive project plan, budget, and detailed schedule for the series of events honoring the 2020 NEA Jazz Masters.
- Produce the 2020 NEA Jazz Masters Fellowships Tribute Concert.
 - Identify and contract with an appropriate facility for the Concert that can accommodate an in-person audience of approximately 400 to 2,000 individuals. The venue must also have the capacity for high-quality live webcasting and broadcasting. The Cooperator will work with this facility to ensure a clear outline of roles and responsibilities.
 - Develop and produce materials for the Concert including a run of show (ideally 90 minutes in length); scripts; performer and speaker schedules; lighting and sound design; signage; invitations; programs; and other relevant requirements. The Cooperator is responsible for making sure that all necessary materials, services, and equipment to carry out the Concert are available, including but not limited to video captioning, other assistive aids and devices, teleprompter, and appropriate production quarters.
 - Identify and contract with an experienced jazz Concert producer and provide his/her qualifications to the NEA prior to engaging the producer. Contract with, as needed, any vendors necessary to carry out the Concert such as production assistants, consultants, and musicians.
 - Confirm that all event locations are free to the public and fully accessible. Arrange for the Concert, as necessary, captioning, American sign-language interpreters, and large-print programs.
 - Coordinate and produce a multi-camera, high-definition, live-edited, and live-captioned video webcast of the Concert. The video should be simultaneously streamed (in appropriate resolution) live via the NEA's website, arts.gov, using YouTube Live Stream or an equivalent service that works with a Drupal platform, and through terrestrial and Internet radio (broadcasts). Provide a high-resolution digital copy of the video to the NEA's Office of Public Affairs the day after the Concert for archiving on the NEA's website and YouTube channel.
 - Contract with an experienced videography vendor to create three- to five-minute closed-captioned, fully-transcribed video tributes for each of the 2020 NEA Jazz Masters to be played as part of the Concert and for other non-commercial, education uses by the NEA, with the provision that interviews will be conducted by designated NEA staff. Provide a final high-resolution digital copy of each video tribute to the NEA Project Director before the Concert according to the deadlines and schedules required by the NEA.

- Contract photographer to provide photography services for the Tribute Concert and all ancillary events. A selection of photos, including all the NEA Jazz Masters, would be delivered to the NEA the following morning from the event. All photos will be delivered within a week of the event.
- Manage logistics relating to the Concert and ancillary events:
 - Arrange and pay for all air or other appropriate travel, ground transportation to and from airports/train stations, hotels, and all planned ancillary events, and per diem including lodging (up to three nights) for four 2020 NEA Jazz Masters and one guest per honoree, when honorees (or their designees) attend the Concert in-person. Provide personnel to greet NEA Jazz Masters and other performers and presenters upon arrival at airports/train stations.
 - Manage ticketing for the Concert to include RSVP lists, audience check-in, and seating arrangements. With the NEA, coordinate on a guest list for special invitees. Provide reserved seating for the NEA Jazz Masters and other VIPs. The proposed seating chart must be shared with the NEA for advance approval.
 - Ensure that all materials developed for the Concert (e.g., publications, signage, press packages) are at the locations designated by the NEA.
 - Arrange for all pre- and post-Concert ancillary events. The Cooperator is responsible for any room rental costs as well as any necessary payments for the speakers or special participants other than the 2020 NEA Jazz Masters. Coordinate and produce recordings and/or webcasts of ancillary events if appropriate. Proposed activity schedules, venues, programmatic content, and lists of key participants will be subject to NEA approval.
 - Work with the NEA to jointly develop a comprehensive communications strategy that covers the public announcement of the 2020 class of NEA Jazz Masters, the Concert, and all ancillary events. The NEA will take the lead in developing press and publicity materials. The Cooperator will take the lead on securing marketing opportunities for the event(s) and leveraging its own existing membership and subscriber information as appropriate.
 - Assist the NEA communications strategy by supporting the preparation and production of marketing and press materials as requested; create appropriate print, broadcast, digital, and social media distribution lists and other appropriate contacts for the public announcement and for the event(s); work with media outlets and freelance writers to maximize program coverage; assist with on-site press management for the concert and ancillary events; and promote media stories on the NEA Jazz Masters program, its 2020 honorees, and jazz.

- Coordinate with and assist the NEA's Office of Public Affairs with media staffing, photo sessions, interviews, and press inquiries.
- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the "Rights") including, but not limited to, the Concert, the Concert broadcast archive, video tributes, and ancillary events. The Rights may include, but are not limited to, permissions for audio, video, visual images, music, and musical performances. If relevant, the NEA Project Director will coordinate discussions or meetings between the Cooperator and the NEA's Office of General Counsel to ensure that the rights secured meet the NEA's needs. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility, and will defend, indemnify, and hold harmless the NEA from any liability arising from deficient Rights and/or the Cooperator's warrants or statements about the Rights. Copies of the permissions/releases must be provided to the NEA in accordance with the deadlines established in the Cooperative Agreement and in accordance with the requirements provided by the Office of General Counsel. The Cooperator is responsible for all music licensing fees, performer fees and other participant fees for the Concert, the Tribute videos and ancillary events.
- Follow the Cooperator's approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this project. In addition, the Cooperator should be aware of and comply with all requirements of the Uniform Guidance procurement standards described in 2 CFR 200.318. Consultants or vendors engaged by the Cooperator as part of this project will be required to agree that any information gathered will be used only for the purposes described in the Cooperative Agreement.
- The Cooperator will coordinate and make payment for all travel arrangements of consultants or vendors selected by the Cooperator as part of this project, and secure approval from the NEA before they are engaged.
- Secure NEA approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the Concert. Coordinate with any such sources as appropriate.
- Provide the NEA Project Director with project updates, in a mutually-agreed-upon format and timeline.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit through the Cooperator's NEA REACH online account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425.

Responsibilities of the NEA Project Director

The NEA Project Director will:

- Prepare and post guidelines to solicit NEA Jazz Masters nominations.
- Organize and oversee the review of nominations for the 2020 NEA Jazz Masters Fellowships, through panel and National Council on the Arts review and approval by the NEA Chairman.
- Confirm the availability of the proposed 2020 honorees for the scheduled event(s).
- Provide biographical and contact information on the 2020 NEA Jazz Masters to the Cooperator.
- Work with the Cooperator to refine project plans and components, budgets, division of responsibilities, and event(s) schedule.
- Approve the date(s) and location(s) of the 2020 concert and ancillary events.
- Approve any project staff, consultant(s), and/or contractor(s) proposed by the Cooperator.
- Coordinate with the NEA's Office of Public Affairs and the Cooperator on the press release announcing the 2020 honorees. Coordinate with the Cooperator on determining the date and format for the press release about the 2020 NEA Jazz Masters.
- Designate NEA staff to conduct interviews with the 2020 NEA Jazz Masters to be included in the video tributes, and review and approve all draft stages of the videos' production as well as provide final approval.
- Review and approve logistical plans to webcast and broadcast the Concert.
- Review and approve promotional plans and materials for the event(s).
- Review and approve the proposed producer, run of show, script, and other participants for the event(s).
- Approve plans for the ancillary event(s) including the moderator(s) and participants.
- Approve any organizations or individuals that offer to sponsor activities in conjunction with the Concert.
- Work with the Cooperator on the ticketing policy, including but not limited to advertising for tickets and pre-Concert and stand-by ticket distribution, as well as the

guest list for the Concert and ancillary events. Review and approve the proposed Concert venue seating plan.

- Act as liaison between the Cooperator and other NEA staff (e.g., Office of Public Affairs, Office of General Counsel) involved in the project.

Estimated Schedule

The schedule below is a preliminary, tentative schedule only. The National Endowment for the Arts will work with the Cooperator to refine this information once the Concert and ancillary activities dates are set.

Fall 2018 to Summer 2019	Cooperator refines project plans and schedule with the NEA; explores and arranges dates, sites, and formats for project components; identifies and seeks NEA approval of proposed producers, schedule, musical programming, and run-of-show.
Spring 2019 to Fall 2019	NEA provides Cooperator with information on the 2020 NEA Jazz Masters. Cooperator and NEA finalize all plans for the public announcement of the honorees; continue work on Concert logistics.
Fall 2019 to Winter 2020	Cooperator, with NEA, develops communications and ticketing policy and guest list for the Concert.
Winter to Spring 2020	Cooperator finalizes all plans for the Concert and all ancillary activities, in conjunction with the NEA. The 2020 NEA Jazz Masters Tribute Concert takes place.
Within 90 days of the Period of Performance end date	Submit Final Report.

Interim reports will be due as documented in writing in the Cooperative Agreement and with mutually agreed upon adjustments as appropriate. The NEA may request recommendations for the future through an interim report.

Award Information

Cooperative Agreement Amount

The National Endowment for the Arts expects to award one Cooperative Agreement of up to \$425,000, contingent upon the availability of funds.

This Cooperative Agreement does not require cost share/matching funds. However, any project costs beyond the amount above must be covered from sources other than the NEA.

Period of Performance

This Cooperative Agreement will begin on or after December 1, 2018, and may extend for up to 18 months.

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

We may enter into subsequent Cooperative Agreements with the organization selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; federally recognized tribal communities or tribes; or any of the six Regional Arts Organizations may apply. To be eligible, the applicant organization must:

- Meet the National Endowment for the Arts' "**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 National Endowment for the Arts award(s) previously received.

Regional Arts Organizations must meet the **Eligibility Requirements for RAOs** as specified in the NEA's Partnership guidelines.

An organization may submit only one proposal under this program solicitation.

You may apply to other NEA funding opportunities in addition to the Jazz Masters Fellowship Tribute Concert and Ancillary Activities program solicitation. In each case, the request must be for a **distinctly different project**.

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 validated and accepted application **no later than 11:59 p.m., Eastern Time, on August 15, 2018**. We strongly recommend that you submit by **August 6, 2018** to give yourself ample time to resolve any problems that you might encounter.

Submitting an application is a two-step process:

1. Before you submit through Grants.gov for the first time, you must be registered. This is a multi-step process for which you should allow at least two weeks. Registration must be completed before you can apply. See "[Get Registered](#)" for details. 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. Before you submit through Grants.gov for the first time, see "Apply Electronically Through Grants.gov" beginning on page 12 for further instructions.
2. Follow the detailed instructions for submitting items such as the application narrative, bios, project budget, and supporting information in the "How to Prepare and Submit an Application" section on pages 18.

UPDATE: SAM.gov Notarized Letter Process Changes

Entities who create or update their registration in SAM.gov will **no longer** need to have an approved Entity Administrator notarized letter on file before their registration is activated. The timing of when this process change is effective (June 11 or 29, 2018) will depend upon the type of registration you have. See [here](#).

Entities seeking Federal Assistance still must mail the original, signed copy of the notarized letter to the Federal Service Desk. Failure to do so within 30 days of activation may result in the registration no longer being active. Unfortunately, the NEA has no control over the SAM requirements and we are unable to allow extensions to posted deadlines due to delays caused by the SAM requirements.

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

NOTE: We are especially interested in Concert locations in the middle region of the country.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the NEA Chairman. 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 2018.

All recommended NEA applications undergo a review to evaluate risk posed by the applicant prior to making a federal award. This may include past performance on grants, meeting reporting deadlines, compliance with terms and conditions, audit findings, etc.

Award Administration

Travel Policy

Travel costs – including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with 2 CFR Part 200.474 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 Grants 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.

No federal or matching funds can be used to support federal staff travel or National

Council on the Arts Members' travel.

Crediting Requirement

The Cooperator must clearly acknowledge support from the NEA in all material related to this project. We will provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The NEA 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

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

Project Reporting and Evaluation

Through this program we intend to achieve the following objective: *Engagement: (Public engagement with, and access to, various forms of excellent art across the nation)*. If an award is received, the Cooperator also will be asked to provide evidence of those results. Before applying, please review the [reporting requirements](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Ann Meier Baker, NEA Director of Music & Opera
202/682-5455 or bakera@arts.gov

If you have questions about award administration, contact:

Nicki Jacobs, NEA Director of Grants Management
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 NEA. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website. The Grants.gov Contact Center is available 24 hours per day, seven days a week.]

Paperwork Reduction Act Statement

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

OMB No. 3135
Expires 12/31/2019

Apply Electronically Through Grants.gov

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on August 15, 2018. We strongly recommend that you submit your application by August 6, 2018 to give yourself ample time to resolve any problems that you might encounter. The National Endowment for the Arts will not accept late applications.

Register or Renew/Verify Your Registration with Grants.gov

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the **System for Award Management** (SAM), where your organization's information must be renewed annually. Finalize a new or renew an existing registration at least two weeks before the application deadline. This should allow you time to resolve any issues that may arise with Grants.gov or SAM. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's **Get Registered**. **Allow a minimum of two weeks for this multi-step, one-time process.** If your organization already has registered, renew your registration with SAM and verify that your registration with Grants.gov is current.

If you have problems with registration:

- SAM Federal Service Desk: Call 1-866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).
- Grants.gov Contact Center: Call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the registration process to submit your application.

Registration Tips:

- **Register early.** Registration is by far the hardest part of the whole process. Don't put it off to the last minute. Grants.gov advises that registration usually takes up to 5 business days but it can take longer; we recommend that you allow at least two weeks.
- **Be extremely careful when entering your registration information and make sure your information on file with the entities involved is correct and consistent.** In the second step of the registration process, your information will be validated with the IRS and Dun & Bradstreet (D&B). If your information doesn't match exactly -- like having a comma in your organization's name on file with the IRS, but not with D&B -- it can snag your registration.
- **Make sure your registration information is up to date.** Your organization's System for Award Management (SAM) registration -- part of the Grants.gov registration process -- must be renewed every year. SAM will alert your organization's SAM Point of Contact when it is time for renewal. You can check your current SAM registration status by entering your DUNS number at "[Search SAM](#)" at www.sam.gov. Also verify your registration with Grants.gov and make sure it is current before you apply, especially if your e-mail address has changed.
- **Even if you aren't registered, you can work on an electronic application.** While you need to be registered in order to submit an application, you don't need to be registered (or an AOR) in order to work on one.

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Entities seeking Federal Assistance still must mail the original, signed copy of the notarized letter to the Federal Service Desk. Failure to do so within 30 days of activation may result in the registration no longer being active. Unfortunately, the NEA has no

control over the SAM requirements and we are unable to allow extensions to posted deadlines due to delays caused by the SAM requirements.

Download the Application Package

1. Verify your software.

You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download your application package from Grants.gov. Non-compatible 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.

Please go to "**Recommended Software**" to see the compatible versions of Adobe Reader or to download and install Adobe Reader. Please see important information about versions of Adobe Reader DC [here](#).

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

DOWNLOAD

[Funding Opportunity Number: NEAPS1802]

When you download the application package, the Grants.gov "View Grant Opportunity" screen will open. Choose "Apply" and follow the screens from there. You will be prompted to apply using a Grants.gov Workspace. If you want to learn more about using Grants.gov's Workspace, [see here](#).

You must be logged on to Grants.gov in order to create a Workspace. Look for the "Application Filing Name" field above the "Create Workspace" button. Enter the legal name of your organization here and then click the "Create Workspace" button.

3. You can access each Mandatory form by clicking on it OR you can scroll down your screen and you will come to each form in succession.

The two forms are:

- **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**: This form asks for basic information about your organization and project. Complete this form first. Data entered here will populate fields of other forms where possible. Instructions for completing this form begin on page 15.
- **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and the Project Budget Form) that must be included for your Grants.gov application package to be considered complete. Instructions for completing this form begin on page 17.

Application Instructions

For a complete application, follow Steps 1 and 2 below:

Step 1: Fill out 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. (Do not use your organization's popular name, if different.)

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 that was assigned by the U.S. Postal Service**. (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 SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.

g. Congressional District: Enter the number of the Congressional District where the applicant organization is 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 determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: 2020 Jazz Masters Concert.

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

Please note: This field on the form has a character limit of 1,000. Even if you have less than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form. We strongly encourage you to write a succinct project description and double check the number of characters.

c. Proposed Project Start Date/End Date: Enter a start date no earlier than December 1, 2018. Your project may extend for up to 18 months.

7. Project Director: Provide the requested information for the Project Director. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field. Provide contact information, including an e-mail address that will be valid throughout the proposed period of performance. Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Please do not enter this type of email address.

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. Select a Prefix even though this is not a required field. Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Please do not enter this type of email address.

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. Select a Prefix even though this is not a required field. 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. Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Please do not enter this type of email address.

Step 2: Complete and Attach Required Items to 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. Attachment 1 is a fillable form. A link will appear to locate it. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF. **Please be sure you are using Adobe Reader** (version 9 or higher) when filling out our PDF forms.

Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Please verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here: <http://get.adobe.com/reader/>.

2. All other attachments are documents (e.g., narratives, bios) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF files.**

Do not create PDFs of your electronic documents by scanning. In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. **Do not embed non-printable media files (video and/or sound) in your PDF documents.** Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

3. No attachment should be more than 2 MB. For non-form documents, label pages clearly with the name of the item (e.g., Application 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. Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page.
Excess pages will be removed and not be reviewed.

4. **Name your files as indicated below and attach them in the proper order.**
Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

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

How to Prepare and Submit an Application

The Attachments

ATTACHMENT 1: To this button attach your **Application Narrative** (up to 6 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**. Include information for all organizations you propose to partner with.
- b) Your organization's **experience in producing and presenting** arts events for the public. Note any major jazz events that you have produced or presented in the past three years. Describe your organization's **networking and communications capabilities**, especially as they relate to the jazz field.
- c) Your proposed **plans for presenting and producing a Concert** to celebrate and honor the 2020 NEA Jazz Masters Fellowship honorees. Identify up to three U.S. cities where you propose holding the 2020 or subsequent concert(s). Describe any significant dates in the project, including when the Concert will take place. If you are proposing a specific venue(s), producer(s), or participant(s), please note them and the degree of their commitment. If appropriate, describe any other related events or programming, such as festivals, that you may undertake in conjunction with the Concert.
- d) Your proposed **plans for announcing the 2020 NEA Jazz Masters**.

- e) Your proposed **plans for ancillary events**.
- f) Your organization's **experience in** producing, or overseeing the production of, webcast quality **videotaping** of live jazz or live performances in other genres and broadcast quality **audio recording**. Describe your organization's experience in **webcasting** live events or performances for national and global audiences, as well as your previous success in securing permissions and music licenses for concerts, videos, and other music events.
- g) Describe any **special efforts** your organization will undertake to raise national and global awareness about the NEA Jazz Masters program, the 2020 Jazz Masters, or jazz as an art form through your choice of locations, venues, schedule of activities, webcasting strategies, or any unique resources that you will bring to the project.

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**, [\[DOWNLOAD FORM\]](#) [\[INSTRUCTIONS\]](#).

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

You may request an award amount of up to \$425,000.

ATTACHMENT 4: To this button, attach a PDF with 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").

ATTACHMENT 5: To this button, attach a PDF with a web link to a 10-15 minute video work sample that demonstrates your experience in producing or presenting events that are relevant to this project. List the URL for the page to be shown and include any necessary navigation paths and any information on required plug-ins. Do not submit a website that requires a password. Do not submit a link to a site that requires a work sample to be downloaded (e.g., Dropbox). Please provide an accompanying description that notes, as relevant:

- Relationship of the event to the proposed project.
- Name of the presenters/ensemble/artists/conductor/composer.
- Title of the event/work.

- Date/location of event.

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.

Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, 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.**
3. 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. 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.** If you have difficulty submitting, go to [Adobe Reader Error Messages](#) or [Applicant Resources](#) for several tools and documents to help you.
4. Ensure that your application was validated and accepted by the Grants.gov system. Go to [Track My Application](#) to track the validation and progress of your application submission through Grants.gov.