

## **Program Solicitation**

### **2022 NEA National Heritage Fellowship Awards Program**

#### **Proposal Receipt Deadline: September 3, 2021**

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted 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 24, 2021, to give yourself ample time to resolve any problems that you might encounter. Late applications will not be accepted.

## **Background**

The National Endowment for the Arts ("Arts Endowment") awards a limited number of lifetime honors to individuals in recognition of their outstanding contributions to our nation's diverse artistic heritage. Each year since 1982, the Arts Endowment has awarded **NEA National Heritage Fellowship Awards** to pay tribute and draw attention to the excellence and diversity of our nation's folk and traditional artists. The one-time-only awards go to traditional artists from across the country in recognition of their significant contributions to a particular traditional art form and to the American public through their artistic work.

The purpose of this Program Solicitation is to select an organization ("Cooperator") to assist the Arts Endowment with the 2022 NEA National Heritage Fellowship Awards program. Recently, a one-hour film was produced to create a virtual celebration of the awardees due to public health and travel restrictions due to the COVID-19 pandemic. The NEA National Heritage Fellowship Awards program will celebrate its 40<sup>th</sup> anniversary in 2022 and we are planning to resume in-person events in Washington, DC, to honor the new awardees. We anticipate that the Cooperator will coordinate a range of events, including a live concert, a webcast, a documentary film, video vignettes, an award ceremony and reception, an awardee dinner, and associated activities.

In addition to the annual awards events described above, in honor of the 40<sup>th</sup> anniversary, the Arts Endowment will invite all living previous National Heritage Fellowship recipients to attend the 2022 festivities, as well as a separate celebratory anniversary event, and a day-long symposium. The in-person symposium will kick off a year-long series of virtual 40<sup>th</sup> anniversary events exploring topics of interest in the folk & traditional arts. The symposium will be of broad public benefit, as it highlights the ideas, innovations, and strategies utilized by the nation's foremost cultural elders and recipients of its highest honor in the folk and traditional arts. The symposium will be documented and a report summarizing the discussions and highlighting key themes will be written by the Cooperator and disseminated by the Arts Endowment. Note: These

activities are specific to the 40<sup>th</sup> anniversary in 2022 and will not be part of the awards program in subsequent years.

This award will be made as a cooperative agreement. The Arts Endowment uses two types of awards to fund project activities: cooperative agreements and grants. A cooperative agreement is different from a grant in that the Arts Endowment is substantially involved with the awardee in the direction and accomplishment of the program. Both funding mechanisms are subject to Title 2 of the Code of Federal Regulations, Part 200.

NOTE: Throughout this Program Solicitation, there are numerous references to in-person events and activities. Our hope is that these in-person events will occur, in accordance with relevant health guidelines. However, it is expected that all such events will be designed to be adaptable to an accessible virtual format, as agreed to in writing by the parties. It is also expected that the Cooperator will plan events to minimize or avoid cancellation costs that might occur if activities cannot be conducted in-person, since such costs cannot be included in the project budget.

### **Scope of Work**

The purpose of this Program Solicitation is to select an organization (“Cooperator”) to manage events related to the 2022 NEA National Heritage Fellowship Awards Program scheduled to take place in Washington, DC, in fall 2022. In brief, the Cooperator will facilitate and coordinate:

Activities related to the 2022 NEA National Heritage Fellowship Awards Program:

- An Awards Ceremony & Reception,
- An Awardee Dinner,
- An Awards Concert,
- Production of a live webcast of the Awards Concert,
- Video Vignettes,
- A documentary film about the 2022 Fellowships recipients, and
- Associated activities as described below.

Pending the availability of funds, additional activities related to the 40<sup>th</sup> anniversary celebration of the National Heritage Fellowship Awards program to coincide with the 2022 award program activities:

- A separate event honoring the Heritage Fellows that prominently recognizes and includes all living Heritage Fellows,
- An in-person symposium with the living Heritage Fellows covering key issues in folklife and cultural heritage, and
- A yearlong series of virtual events focusing on individual topics related to folklife and cultural heritage.

Details for each of these program elements can be found under Detailed Requirements below. The Cooperator will work closely with the Arts Endowment Project Director on all phases of this project.

### **Detailed Requirements**

The Arts Endowment Project Director will be the agency's Director of Folk & Traditional Arts. The Arts Endowment Project Director will review and approve all aspects of the project for overall quality and completeness throughout the project period of performance and will determine the format for all required project deliverables. The Cooperator will consult with, and will secure the approval of, the Arts Endowment Project Director in carrying out the responsibilities below.

The Cooperator will:

- Prepare a detailed budget and project plan for the series of events associated with the 2022 NEA National Heritage Fellowship Awards program (up to nine individuals or groups will be honored) and 40<sup>th</sup> anniversary celebration (up to 400 individual attendees), and work with the Arts Endowment Project Director to refine the details and schedule of all project components.
- Manage event attendance and travel logistics for 2022 awardees, the living Fellows, and their guests, following confirmation of participant availability by NEA staff.
- Arrange and pay for all travel to the 2022 Awards program for:
  - All individual awardees, all members of group awardees; and one guest each per individual awardee, and one guest each per group awardee member,
  - All living Heritage Fellows (approximately 200 individuals), and in most cases, one guest each per living fellow, in attendance at the 40<sup>th</sup> anniversary celebration and 2022 Awards activities,
  - Including:
    - Air, or other appropriate travel, to/from Washington, DC,
    - Ground transportation to/from airports, train stations, etc., and all planned events,
    - Hotels (approximately four nights), and
    - Coordinate transportation arrangements and ensure that all awardees, living Fellows, and their guests arrive at their destinations in a timely manner.
- In consultation with the Arts Endowment Project Director, prepare a timeline and contract with a U.S. Government Publishing Office-approved vendor for the

design and printing of invitations to an Awards Ceremony & Reception, which includes the possibility of a Library of Congress or White House event (up to 1,500); invitations to the 40<sup>th</sup> anniversary celebration events (up to 2,000); Awardee Dinner (up to 200) at the Library of Congress or similar venue; Awards Concert tickets (up to 2,000); 40<sup>th</sup> anniversary celebration event tickets (up to 2,000); program booklets (up to 3,000); note cards (up to 250); and designs for public advertising for all events.

- Provide personnel for greeting awardees and living Heritage Fellows at airports, train stations, etc.; an awardee orientation meeting; the Awards Ceremony & Reception; Awardee Dinner; extended rehearsal times at the concert venue; the Awards Concert; and the 40<sup>th</sup> anniversary events.
- Coordinate with 2022 awardees and living Heritage Fellows to accommodate special requirements at all events and venues (e.g., seat preferences and reserved seating at the Awards Ceremony & Reception, wheelchair assistance or other access accommodations, etc.).
- Identify and, following Arts Endowment approval, contract with appropriate facilities for the Awards Concert, the 40<sup>th</sup> anniversary celebratory event, and any related costs. The Cooperator will work in partnership with these facilities to ensure effective communication and a clear outline of roles and responsibilities.
  - We envision a venue for the Awards Concert that can accommodate an in-person audience of up to 1,000, with the capacity for high-quality live webcasting and the projection of video vignettes and images.
  - We envision a venue for the 40<sup>th</sup> anniversary celebratory event at a prominent location in Washington, DC, that can accommodate an in-person audience of between 500-1,000 attendees, with the capacity for concert production and film screenings.
- Organize and host an in-person symposium for up to 400 attendees focused on topics of public interest such as cultural sustainability, social cohesion, and gathering of information about how the Heritage Fellowships have impacted the Fellows, their traditions, and their communities.
  - Identify and, following Arts Endowment approval, contract with an appropriate facility for a day-long in-person symposium for up to 400 individuals. We envision a venue that includes plenary and breakout rooms, and a space for an attendee lunch. The venue should have A/V capabilities that allow for presentations, which may include the use of projectors, microphones, and video. The Cooperator will work in partnership with the facility to ensure effective communication and a clear outline of roles and responsibilities.
    - Arrange for catering at the symposium.

- Draft a report summarizing the discussions and highlighting key themes, to be disseminated by the Arts Endowment.
- Organize and host a series of up to six 90-minute virtual discussion events during the course of Winter 2022-Summer 2023. The events will be broadcast through the Cooperator's website, and cover individual topics of interest to the folk & traditional arts field.
- Ensure that all venues and programming have adequate accessibility accommodations, including, but not limited to, wheelchair space (and wheelchair rentals), real time captioning, Assistive Listening Devices (ALD), and Language Interpretation – ASL or Other-Language needs (Spanish, etc.).
- Assist the Arts Endowment Project Director with production and staging of the Awards Concert, Awards Ceremony & Reception, Awardee Dinner, 40<sup>th</sup> anniversary celebratory event, and in-person symposium.
  - Secure and pay for the venues and related costs, except for the Awards Ceremony venue and dinner.
  - Coordinate with the Arts Endowment on securing a director and host for the Awards Concert and 40<sup>th</sup> anniversary celebratory event.
  - Develop and secure Arts Endowment approval for the event programs, including rehearsal schedules and production scripts.
  - Coordinate and pay for the shipping of awardees' personal craft items and/or musical instruments, as well as for slide and photo acquisition, necessary to undertake all events.
  - Coordinate and contract for videotaping, photographing, and audio recording of all events, including radio broadcast producer(s) for a radio presentation.
  - Secure and pay for sound engineering and lighting services, as needed, for videography, photography, and webcasting of events.
  - Assist the Arts Endowment with on-site press management as needed at all events.
- Arrange for and coordinate a live webcast of the Awards Concert. Obtain advance Arts Endowment approval of the proposed producer(s). Provide one high-resolution digital copy to the Arts Endowment Project Director no later than

one week after the Awards Concert. Coordinate marketing of the webcast with the Arts Endowment's Office of Public Affairs (OPA).

- Arrange for and coordinate the audio and video recording of the 40<sup>th</sup> anniversary celebratory event. Obtain advance Arts Endowment approval of the proposed producer(s). Provide one high-resolution digital copy to the Arts Endowment Project Director no later than one week after the event.
- In consultation with the Arts Endowment Project Director, identify and contract with a producer(s) who will create a documentary film about the 2022 Awardees, as well as three- to four-minute closed-captioned, fully transcribed video vignettes highlighting each of the 2022 Awardees to be used for Arts Endowment social media outlets, as promotional materials, and shown at the Awards event(s). The Arts Endowment Project Director will approve the choice of producer(s) as well as review and approve the film and video vignettes. Provide high-resolution digital copies of the film and video vignettes to the Arts Endowment Project Director, following the public announcement, generally starting in August 2022.
- Produce and distribute promotional materials for publicity purposes about the Awards Ceremony, Awards Concert, and documentary film, in consultation with the Arts Endowment's OPA.
- 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 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. Engagement of consultants, vendors, or project partners by the Cooperator as part of this project requires the prior approval of the Arts Endowment Project Director.
- Provide the Arts Endowment Project Director with project updates, in a mutually agreed upon format, generally on a bi-weekly basis.
- Respond promptly and appropriately to all requests for accommodations, and provide such reasonable accommodations in compliance with applicable law and regulations.
- 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 vignettes, and related events. The Rights may include,

but are not limited to, permissions for audio, video, visual images, music, and musical performances. If relevant, the Arts Endowment Project Director will coordinate appropriate discussions or meetings to ensure that the rights secured meet the Arts Endowment's needs. The Arts Endowment reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator must accept sole responsibility, and defend, indemnify, and hold harmless the Arts Endowment from any liability arising from deficient Rights and/or the Cooperator's warrants or statements about the Rights. Copies of any permissions/releases must be provided to the Arts Endowment in accordance with the deadlines established in the Cooperative Agreement and in accordance with the requirements provided by the Arts Endowment. The Cooperator is responsible for all music licensing fees, performer fees, and other participant fees for the concert, video vignettes, and related events.

- No later than 120 days after the completion or termination of the Cooperative Agreement, submit, through the Cooperator's Arts Endowment REACH account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425.

The Arts Endowment Project Director will:

- Prepare and post guidelines, and organize and oversee the review of nominations for the 2022 NEA National Heritage Fellowships through panel and National Council on the Arts review, and approval by the National Endowment for the Arts' Chairman.
- Work with the Cooperator to refine the project details, budget, and schedule.
- Confirm the availability of the proposed 2022 Awardees for the awards events and provide their biographical and contact information to the Cooperator.
- Identify a list of previous living Heritage Fellows and confirm their availability. Provide their contact information for the cooperator to arrange travel and other attendance logistics.
- Arrange for the Awards Ceremony & Reception and Awardee Dinner at the selected venue, including catering. The Arts Endowment is responsible for all food and related costs pertaining to the reception and dinner. Enter into relevant contracts or agreements as necessary to accomplish these tasks.
- Create and print in-person symposium materials, such as a program or agenda.
- Provide the Cooperator with a final guest list and seating arrangements at events for Awardees, VIP guests, and Arts Endowment staff, as necessary.

- Provide Presidential letters for awardees, if available, as well as secure the fabrication of awards (i.e., medallions or plaques) for awardees for the Awards Ceremony.
- Serve as a liaison for additional programming and media activities, such as: Master of Ceremonies for an Awardee Dinner and at the Awards Ceremony & Reception; facilitate awardee interviews for radio program broadcaster(s).
- Coordinate with the Cooperator on securing a site and date for the 2022 NEA National Heritage Fellowship Concert, 40<sup>th</sup> anniversary celebration, and associated events.
- Review and approve all logistical plans to webcast the Awards Concert, including the proposed producer(s).
- Approve the concert and event programs, rehearsal schedules, scripts, event hosts, film and video vignette producer, the film, and video vignettes.
- Approve the virtual and in-person symposium topics and speakers.
- Review, proof, and approve all promotional and program materials.
- Provide text, including introductory messages and biographies, for the program booklet(s).
- Review, approve, and disseminate the summary report created by the operator.
- Approve any project consultant(s) or subcontractor(s) proposed by the Cooperator.
- Enter into and manage any Federal Interagency Agreements necessary to stage the program events.
- Act as a liaison between the Cooperator and other Arts Endowment staff (e.g., Office of Public Affairs, and Office of Administrative Services) that might be involved in the project.

### **Estimated Schedule**

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than January 1, 2022. We will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.



Winter 2021/2022	Cooperator refines project plans and schedule with Arts Endowment Project Director. Explore and secure dates, sites, and formats for project components
Spring to Summer 2022	Draft concert program script and rehearsal schedule provided to the Arts Endowment; these items will be approved by the Arts Endowment
Summer 2022	Press announcement
Fall 2022	Awards ceremony, reception, dinner.
Fall 2022	Deliver video vignettes and film
Fall 2022	Awards Concert
Fall 2022	40 <sup>th</sup> Anniversary celebratory event
Fall 2022	40 <sup>th</sup> Anniversary In-person symposium
Fall 2022	Recordings of 2022 NEA National Heritage Fellowship Concert and 40 <sup>th</sup> Anniversary Celebratory Events due to Arts Endowment Project Director no later than one week after event
Winter 2022 - Late Summer 2023	40 <sup>th</sup> Anniversary virtual discussions

### **Cooperative Agreement Amount**

We expect to award one Cooperative Agreement of up to \$1,281,150, contingent upon the availability of funds. This award will cover costs associated with the 2022 Award Ceremony and 40<sup>th</sup> anniversary events. Note: In subsequent years, the cooperative agreement amount for this program will not include funds related to the 40<sup>th</sup> anniversary events.

This Cooperative Agreement does not require a cost share/match.

### **Period of Performance**

This Cooperative Agreement will begin no earlier than January 1, 2022, and may extend for up to 24 months.

An organization may not receive more than one Arts Endowment 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.

### **Applicant Eligibility**

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

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

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

You may apply to other Arts Endowment funding opportunities, for which you are eligible, in addition to this program solicitation. In each case, the request must be for a **distinctly different project**.

### **Application Information**

Applications must be submitted 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 September 3, 2021.** We strongly recommend that you submit your application by August 24, 2021 to give yourself ample time to resolve any problems that you might encounter. Late applications will not be accepted.

Your organization must be registered with Grants.gov before you can apply. Allow at least two weeks for this process if you are a first-time applicant. See "Organization Registration" 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. See "How to Apply" beginning on page 13 for further instructions.

Late, ineligible, and incomplete applications will not be reviewed.

If you have a question about access for individuals with disabilities:



Call or email the Office of Accessibility at 202-682-5532 / [accessibility@arts.gov](mailto:accessibility@arts.gov) to request an accommodation or an alternate format of the guidelines.

### **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 as demonstrated through the applicant's commitment to the folk and traditional arts and its demonstrated track record in event production and presentation.
- Quality and creativity of the proposed approach to this program.

The **artistic merit** of the project, which includes the:

- Degree to which the project correlates to the applicant's mission and programs.
- Quality and clarity of the event production plans and project design.
- Ability to carry out the project on time and within budget including the appropriateness of the budget.
- Qualifications and experience of staff involved in the project.

All applications 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 reviews the Council's recommendations and makes the final decision on all federal financial assistance awards. It is anticipated that applicants will be notified of award or rejection in November 2021.

NOTE: All recommended Arts Endowment 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) for program participants, as well as officials or employees of the Cooperator, must be reasonable and allowable in accordance with 2 CFR 200.475 and 41 CFR 301-10, and 2 CFR 200.1 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (Upon request, the selected organization must submit a copy of this policy, if it exists, to the Office of Grants Management 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 or National Council on the Arts Members' travel.

*The requirements of §200.475 and 41 CFR 301-10; and §200.1 will apply to this agreement. Please read these requirements carefully before applying, as travel is a substantial component of this proposal.*

## **Crediting Requirement**

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

## **Subsequent Cooperative Agreements**

The National Endowment for the Arts may enter into up to four subsequent awards 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. Any subsequent agreements will not include anniversary events.

## **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](#).

## **Project Reporting and Evaluation**

Through this program we intend to achieve the following objective: *Engagement: Americans throughout the nation experience art*. 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:

Clifford Murphy  
Director, NEA Folk & Traditional Arts Programs  
202/682-5726  
[murphyc@arts.gov](mailto:murphyc@arts.gov)

If you have questions about administrative requirements, contact:

National Endowment for the Arts' Office of Grants Management  
[grants@arts.gov](mailto:grants@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 National Endowment for the Arts. Call the Grants.gov help desk at 800-518-4726, email [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the

Grants.gov website at [Support](#). 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](mailto:webmgr@arts.gov), attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

### **How to Apply**

Applications must be submitted electronically through Grants.gov, the federal government's online application system.

Refer to the instructions below as you fill out the Grants.gov forms as well as complete the attachments described below.

### **Register or Renew/Verify Registration with Grants.gov and SAM.gov:**

- It is your organization's responsibility to create and maintain a regularly updated registration with both Grants.gov and the System for Award Management (SAM). Grants.gov and SAM.gov registration and maintenance is always free.
- **Grants.gov Contact Center:** Call 800-518-4726, email [support@grants.gov](mailto: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.
- **SAM Federal Service Desk:** Call 866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).

### **Go to the Grant Opportunity Package:**

- Access the Grant Opportunity Package on Grants.gov by clicking on the link below:

**[CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE](#)**

**Funding Opportunity Number: NEAPS2102**

- When you go to Grants.gov through the link above, the Grants.gov "View Grant Opportunity" screen will open. Choose "Apply" in the "Action" area. On the next screen, chose "Apply" again. You will be prompted to enter your Grants.gov Username and Password.
- You will apply using a Grants.gov Workspace. To create a Workspace, look for the "Application Filing Name" field above the "Create Workspace" button. Enter your organization's legal name in this field. If you want to learn more about using Grants.gov's Workspace, see [here](#).
- After creating a Workspace, you will see two forms:
  1. Application for Federal Domestic Assistance/Short Organizational Form: This form asks for basic information about your organization and project.
  2. Attachments Form: This is not a form in the conventional sense, but rather a place to attach additional required items that must be included for your Grants.gov application package to be considered complete.

**Instructions for the Application for Federal Domestic Assistance/Short Organizational Form:**

**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 organization's physical street address. This address should agree with the address that you used with the SAM (System for Award Management). In addition, use Street 2 for your organization's mailing address if it differs from the physical street address.

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

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

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

**f. Organizational DUNS:** All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the SAM (System for Award Management) 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 physically located. Use the following format: 2 letter State Postal Abbreviation-3 digit District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If you need help determining your current district, go to [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

6. Project Information:

**a. Project Title:** Enter Heritage Fellowships Awards Program.

**b. Project Description:** Provide a two- or three-sentence summary that briefly describes the specific activities that will be included in the project budget.

NOTE: This field on the form has a character limit of 1,000. Even if you have fewer 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 description and double-check the number of characters.

**c. Proposed Project Start Date/End Date:** Enter a start date on or after January 1, 2022. The start date should be the first day of a month, and the end date should be

the last day of a month. This is the period of performance for your proposed project, which should not exceed 24 months. Project activities must occur, and the costs you include in your Project Budget must be incurred, within your period of performance.

#### 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.

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. 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. Select a Prefix.

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

#### 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. Do not enter this type of email address.

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

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved as portable document format (PDF) files elsewhere on your computer.

Note:



1. Attachment 3, the Project Budget Form, is an Arts Endowment fillable form; you will find a link below. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

Be sure you are using Adobe Reader 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). 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 non-form documents that you will compose 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 enable any document security settings or password-protect any PDF file you submit to us.

No single attachment should be more than 2 MB.

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. Attach the proper file to the proper button as listed below.

## The Attachments

**ATTACHMENT 1:** To this button attach a **narrative** (no more than 5 pages in length) 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 initiative. 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 folk and traditional arts events that you have produced or presented in the past three years.

- c) Your proposed plans for **presenting and producing the 2022 National Heritage Fellowship Awards and 40<sup>th</sup> Anniversary Events** program, including the Awards Ceremony & Reception, Awardee Dinner, the Awards Concert, the Celebratory Event, the in-person symposium, and a series of virtual symposiums. If you are proposing a specific venue(s) and producer(s), please note them and the degree of their commitment. Discuss any proposed consultants, partners, or special resources that might be needed.
- d) **Schedule** of key project planning and implementation dates.
- e) Your organization's **experience** in producing, or overseeing the production of, webcast quality **videotaping** of live performances in genres such as the folk and traditional arts. Describe your organization's experience in **webcasting** live events or performances for national audiences and in obtaining all necessary rights/permissions to do so.
- f) Your organization's **networking and communications capabilities** especially as they relate to the folk and traditional arts.

**ATTACHMENT 2:** To this button, attach **brief bios** (at least three per page) for the key personnel to be involved in the 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**, Parts 1 and 2 [**FORM I 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 \$1,281,150.

**ATTACHMENT 4 (Optional):** To this button, attach any additional supporting information that can provide evidence of your ability to serve as the Cooperator for this project.

This may include publications, website material, video samples, reports, or other items that can help in the review of your application.

Attach one PDF with web links to these relevant materials. In this case, 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 material to be downloaded (e.g.,

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

Leave all remaining Attachment buttons blank.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

### **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, log on to Grants.gov and go to the Forms tab on the Manage My Workspace page. Click the "Sign and Submit" button under the Forms tab.

**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.**

3. Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. Retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.

Verify that your application was validated by the Grants.gov system. Go to [Track My Application](#) to confirm the validation and track the progress of your application submission through Grants.gov. Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.