

National Endowment for the Arts

Notice of Funding Opportunity

FY25 Arts Education Partnership (AEP)

Grant Program Details

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Assistance Listing No. 45.024

OMB No. 3135-0112 Expires 10/31/25

Access for individuals with disabilities:



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Arts Education Partnership

Basic Information

Federal Agency Name	National Endowment for the Arts
Funding Opportunity Title	Arts Education Partnership
Announcement Type	Modification of previous announcement
Funding Opportunity Number(s)	NEAPS2501
Assistance Listing Number(s)	CFDA No. 45.024
Agency contact information	Michelle Hoffmann, hoffmannm@arts.gov
Application Deadline	January 17, 2025, at 11:59 p.m. Eastern

Funding Details	Amount (<i>Contingent upon availability of funds</i>)
Total amount of funding expected to award	Up to \$1,050,000
Anticipated number of awards	1
Expected dollar value of awards (range)	Up to \$1,050,000

Executive Summary

The purpose of this Program Solicitation is to select an organization (Cooperator) to administer the Arts Education Partnership (AEP), a national coalition of more than 250 partner and affiliate organizations representing the arts and education fields, as well as the government and private sectors.

This award will be made as a cooperative agreement. A cooperative agreement is a type of award reflecting a relationship between the federal government and an award recipient (known as a Cooperator) in which the federal government is effectively a partner in the funded project. In practice, this means that the federal government will be substantially involved in the project undertaken by the Cooperator. These roles are defined in the [Detailed Requirements](#) section of this document.

Eligible applicants include nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally-recognized tribal communities or tribes.

Program Description

The Arts Education Partnership (AEP) was established in 1995 by the National Endowment for the Arts (NEA), the U.S. Department of Education (ED), the Council of Chief State School Officers (CCSSO), and the National Assembly of State Arts Agencies (NASAA) to disseminate information about current and emerging arts education policies, issues, and activities at the national, state, and local levels with the arts and education fields.

Funded annually through an interagency agreement between the NEA and ED, the AEP is a hub for individuals and organizations committed to making high-quality arts education accessible to all students nationwide by focusing on research and policy, advancing critical dialogue, and improving policy and practice.

As the AEP enters its 30th year, the NEA seeks a Cooperator to build on the significant achievements of the AEP and its national coalition. In undertaking this work, the NEA encourages proposals in which the Cooperator partners with another national organization(s) that can help enhance and fulfill the mission of the AEP.

About the National Endowment for the Arts

The NEA is committed to ensuring that every student is engaged and empowered through an excellent arts education by positioning arts education as a driver for transforming students, schools, and communities. The agency provides funding in support of direct learning for children and youth, professional development for educators, and collective impact awards to create systemic change in communities. In addition to these efforts, the NEA supports national leadership initiatives in arts education such as the AEP.

About the U.S. Department of Education

Strengthening arts education is an integral part of ensuring all children have access to a rigorous, engaging public education, and it is a core part of ED's responsibilities in the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESEA). ED's Arts in Education Program, within the Office of Well-Rounded Education, supports projects that improve teaching and learning in and through the arts in pre-K through 12th grade, as do a range of other ED programs. Through its interagency efforts with the NEA, ED also supports the AEP.

Scope of Work

The purpose of this program solicitation is to select an organization (Cooperator) to administer the program as described below. In brief, the Cooperator will:

1. **Administer the AEP** and actively collaborate (as described in the detailed Cooperator and NEA Project Director responsibility sections below) with the NEA and ED to support the fulfillment of AEP's mission and the implementation of its goals, objectives, and activities.

2. **Provide operational support** to the AEP, including a professionally staffed national office for the AEP.
3. **Select and supervise the AEP Director**, who in turn will supervise the AEP staff, and manage implementation of the AEP's strategic plan and the activities supported by federal investments in the cooperative agreement.

Details for each of these program elements can be found under [Detailed Requirements](#) below.

All program elements must comply with federal civil rights laws.

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 Arts Education.

The Cooperator will consult with, and will secure the approval of, the NEA's Project Director in carrying out the responsibilities below.

Cooperator Responsibilities:

- Work with the NEA Project Director and designated NEA and ED staff to refine the goals, objectives, details, budget, and schedule of all project components, and provide project updates in a mutually agreed upon format and timeline.
- Develop and implement a work plan for the activities supported by this cooperative agreement; and meet regularly with the NEA Project Director and designated NEA and ED staff to monitor progress in completing the project activities and meeting intended goals and objectives.

ADMINISTER THE AEP

- Administer the AEP and support the fulfillment of the AEP's mission and the implementation of its goals and objectives by actively working with the NEA and ED. The strategies include:
 - **Convening.** Assemble stakeholders around research, policy, and practice for arts learning, including connecting NEA and ED arts education award recipients with each other and AEP stakeholders that have aligned needs and interests. Convene and host at least one in-person national forum annually, and undertake other outreach events and activities (e.g., pre- and/or post-conference activities, policy symposia, and webinars) on topics aligning with the AEP's strategic objectives.
 - **Collaborating.** Help partners improve practice, build effective partnerships, and inform policy. Work with partner organizations to advance the AEP's mission among their state and local affiliates and constituents.
 - **Connecting.** Serve as a clearinghouse for arts education tools, strategies, and information, including ongoing biannual updates of the [Arts Education State Policy Database \(ArtScan\)](#) and updates of the [ArtsEdSearch](#) research and policy

clearinghouse. This may also include research studies from NEA and ED arts education award recipients. These resources will continue to be freely available to the public. Develop and disseminate reports and publications. Provide technical assistance and materials to program participants.

- **Communicating.** Strategically disseminate key research and policy frameworks, reports, and publications. This work will include analysis and interpretation of promising practices, including those of the NEA and ED arts education award recipients as appropriate, that increase equitable access to arts education through research and policy briefs, and updates and announcements through the [ArtsEd Digest](#) and the AEP website. Maintain the existing AEP website and other social media platforms to reach relevant stakeholders.

PROVIDE OPERATIONAL SUPPORT FOR THE AEP

- Develop and implement a financial strategy with measurable goals to increase income and revenue to ensure the long-term financial stability of the AEP.
- Actively participate in the AEP's national coalition and expand the cross-sector stakeholders that are part of the national coalition, including stakeholders in rural, urban, suburban, and tribal communities.

NOTE: The AEP may undertake efforts such as forming ad hoc groups to efficiently conduct its work gathering and analyzing research and policy information, fostering dialogue about what works in arts education, and providing information for improved arts education policy and practice.

SELECT AND SUPERVISE THE AEP DIRECTOR

- In consultation with the NEA Project Director and designated NEA and ED staff, use a competitive process to select the AEP Director and professional staff, including positions for research and policy, communications, project management, engagement, and appropriate administrative support.
- Supervise the AEP Director, who will:
 - Manage the AEP's daily operations and supervise the AEP staff.
 - In consultation with the NEA Project Director and designated NEA and ED staff, develop and manage the implementation of a strategic plan for the AEP that is aligned with NEA and ED shared priorities. This includes developing a planning process resulting in an AEP strategic plan for the next three years.
 - Develop a work plan to implement and report on activities supported by federal funding in the cooperative agreement and work collaboratively with the NEA Project Director and designated NEA and ED staff to carry out NEA and ED shared priorities, such as STEAM (Science, Technology, Engineering, Arts, and Math); juvenile justice; improving the preparation and retention of arts educators; arts education data collection focused on access for historically underserved students; and arts learning initiatives that promote health and wellness for students.

- Meet quarterly (either virtually or in-person) with the NEA and ED to collaboratively articulate strategic outcomes for the subsequent quarters and monitor progress in achieving the activities and objectives in the work plan.
- Coordinate planned projects and administer resources that support the annual work plan and the AEP's strategic plan.

FOR ALL PROGRAM ELEMENTS

- Provide the NEA Project Director and designated NEA and ED staff with detailed and accurate records of activities carried out under the cooperative agreement including, but not limited to, quarterly income and expense reports and project updates in a mutually agreed upon format.
- Through discussions with the NEA's Office of Public Affairs (OPA), facilitated by the NEA Project Director, produce all communications and materials in an accessible format and style compatible for dissemination through the agency's online platforms and compliant with federal law and regulation.
 - Include NEA-designated crediting language in all appropriate communications and materials produced for and by the project.
- Secure NEA's prior approval of any other organizations or individuals that might offer to provide funding or sponsor activities in conjunction with the project. Coordinate with any such sources as appropriate.
- Ensure that all in-person and virtual activities are accessible and compliant with federal accessibility laws and regulations.
- Secure NEA approval prior to engaging any consultants, contractors, or partner organizations that will be working on this program.
- Follow the Cooperator's board-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, as amended](#). Consultants or vendors engaged by the Cooperator as part of this project will be required to agree in writing that any information gathered will be used only for the purposes described in the cooperative agreement, and not for the promotion or endorsement of the Cooperator's, consultants' or vendors' unrelated activities.
- Secure all necessary rights, permissions, licenses, waivers, releases, consents, and/or privileges (the "Rights") as appropriate to the project, which may include visual images, video, and other online project components. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility for, 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 requirements provided by the NEA.

- No later than 120 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, and a Geographic Location of Project Activity Report (GEO).

NEA Project Director Responsibilities:

- Work collaboratively with the Cooperator to refine the project goals, objectives, plans, budget, and schedule of all program components. Provide leadership, along with designated NEA and ED staff, for the support and fulfillment of the AEP's mission, as well as participate actively in the national coalition.
- In collaboration with designated ED staff and the AEP Project Director, review and develop the AEP strategic plan.
- Make recommendations on the AEP work plan.
- Consult with Cooperator on the selection of the AEP Director, as well as on other AEP professional staffing and provide feedback on performance of AEP director, in consultation with the Cooperator.
- Approve proposed consultants or vendors.
- Review quarterly project activity, outcomes, and expenditure reports from the Cooperator to monitor progress and make recommendations on plans for upcoming quarters based on the AEP work plan and NEA and ED shared priorities.
- Advise, along with designated NEA and ED staff, the Cooperator and the AEP Director of applicable policies and procedures and monitor the agreement for compliance with federal and program requirements.
- Coordinate discussions, if necessary, with the NEA's Office of the General Counsel regarding rights, permissions, licenses, and releases as appropriate to the project.
- Serve as a liaison to other NEA and ED staff as appropriate.
- Provide crediting requirements to the Cooperator.

Estimated Schedule

The cooperative agreement resulting from this Program Solicitation can start no earlier than October 1, 2025. The NEA will work with the Cooperator to identify dates related to specific project activities before the cooperative agreement is finalized.

Period of Performance

This cooperative agreement will begin on or after October 1, 2025, and may extend for up to 12 months.

An organization may not receive more than one NEA award for the same costs/activities during the same or an overlapping period of performance. In addition, different recipients may not

receive other federal funds for the same project costs during the same or an overlapping period of performance.

The NEA may enter into subsequent cooperative agreements with the recipient selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below.

Unallowable Activities/Costs

Applicants should carefully review the NEA's [General Terms and Conditions \(GTCs\)](#) which detail information about allowable and unallowable costs.

Intergovernmental Review

This funding opportunity is not subject to Intergovernmental Review of Federal Programs Executive Order 12372.

Eligibility

ELIGIBLE
The following are eligible to apply: • Nonprofit, tax-exempt 501(c)(3), U.S. organizations; • Units of state or local government; or • Federally recognized tribal communities or tribes. To be eligible, the applicant organization also must: • Meet the NEA's Legal Requirements including non-profit, tax-exempt status at the time of application. • Be registered with the System for Award Management (SAM, www.sam.gov), have a Unique Entity Identifier (UEI), and maintain an active SAM registration until the application process is complete and, if selected, throughout the life of the award. • Have submitted acceptable Final Report packages by the due date(s) for all NEA award(s) previously received.
NOT ELIGIBLE
The following are not eligible to apply: • Individuals; • Commercial and for-profit enterprises; • Applications through a fiscal sponsor/agent; organizations must apply directly on their own behalf; • State and jurisdictional arts agencies (SAAs), and Regional Arts Organizations (RAOs). SAAs and RAOs may serve as partners in the AEP.

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

You may apply to other NEA funding opportunities, including Grants for Arts Projects, Challenge America, and Our Town, in addition to this program solicitation. In each case, the request must be for a **distinctly different project**. No project costs or staff time may overlap with activities executed as part of other federal awards.

Cost Sharing/Matching

Applications that do not demonstrate the minimum required cost share/match will be marked ineligible. See the Award Amounts and Cost Share Matching section below for more information related to cost share/matching requirements.

Award Amounts & Cost Share/Matching

Cooperative Agreement Award Amount

The NEA expects to award one cooperative agreement of up to \$1,050,000, contingent upon the availability of funds.

Cost Share and Matching Funds

This cooperative agreement requires a nonfederal cost share. The level of cost share/matching funds may be negotiated. These cost share/matching funds may be all cash or a combination of cash and in-kind contributions. Cost share/matching funds cannot include funds from any NEA or other federal sources, including federal funds subawarded through State Arts Agencies and Regional Arts Organizations.

Any project costs beyond the Cooperative Agreement Award Amount above must be covered from sources other than the NEA.

The NEA expects the Cooperator to account for program income from goods and services generated through the AEP. See the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#) for allowable use of program income.

Submission Requirements & Deadlines

Pre-Application Required Registrations

Before applying all applicants must register with and maintain active accounts with **Login.gov**, the **System for Award Management (SAM)** at **SAM.gov**, and **Grants.gov**. Registration can take several weeks. Registering and maintaining accounts with Login.gov, SAM, and Grants.gov is always FREE.

Applicants must provide a valid unique entity identifier (UEI) in their application; and maintain an active registration in SAM.gov with current information at all times during which it has an active Federal award or an application or plan under consideration by a federal agency. **All NEA awards are contingent on active SAM registration, the NEA will not be able to issue an award if you have an expired SAM.gov registration on September 1 of the fiscal year listing on this opportunity.**

Returning applicants must renew or verify that their registrations are active prior to the application deadline.

Review [Registration Guidance](#) for detailed information about the registration process, including links to each registration site and support resources.

Submission Methods

Application materials will be submitted electronically. See the application instructions section below.

Contact Information

If you have questions about *programmatic requirements*, contact:

Michelle Hoffman, hoffmanh@arts.gov

If you have questions about *award administration*, contact:

Office of Grants Management, grants@arts.gov

LOGIN.GOV, SAM, AND GRANTS.GOV HELP

The NEA does not have access to your Login.gov, SAM, or Grants.gov accounts. If you have any questions about or need assistance with these sites, including questions regarding electronic accessibility, contact them directly:

- **Login.gov Help:** Call 1-844-875-6446, consult the information posted in their [Help Center](#), or use their [online form](#) to submit a question.
- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM Help](#).
- **Grants.gov Contact Center:** Call 1-800-518-4726, email 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.

Submission Dates and Times

STAGE	DATE
Application Package Available	Late November 2024
Grants.gov Submission Deadline	January 17, 2025 11:59 pm ET
Notifications	April 2025
Earliest project start date	October 1, 2025

Application Contents & Format

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 January 17, 2025.** We strongly recommend that you submit your application early, to give yourself ample time to resolve any problems that you might encounter.

Application Instructions

[CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE](#)
[Funding Opportunity Number: NEAPS2501](#)

1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.
2. The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button. **If the Apply button is grey or you receive a "bad request" error, please see [further instructions on how to troubleshoot](#).**
3. You will be prompted to enter your Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a [participant role](#) of either **Workspace Manager** or **Authorized Organization Representative (AOR)**.
4. After logging in, to create a Workspace application:
 - a. Fill in the Application Filing Name field with your organization's name, then
 - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you will see the following forms:
 - a. Application for Federal Domestic Assistance/Short Organizational Form
 - b. The Attachments form

Step 1. Fill out the *Application for Federal Domestic Assistance/Short Organizational Form*:

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 and paste into the form.

EMAILS: 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.

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: The name provided here must be the applicant's legal name 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.)

If you are a parent organization applying on behalf of an eligible independent component, do not list the name of the independent component here. You will provide that information in Part 2.

b. Address: Use *Street 1* for your organization's physical street address. This address must be identical to the physical address shown in your organization's SAM (System for Award Management) registration. Only use *Street 2* for your organization's mailing address if it differs from the SAM physical street address.

In the *Zip/Postal Code* box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up on the [USPS website](#).

c. Web Address: Provide your organization's website. This information will be used for administrative purposes only, and will not be provided to panelists for review.

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-character number that was assigned by the Internal Revenue Service; do not use a Social Security Number or a 12-character EIN/TIN number.

f. Organizational UEI: All organizational applicants for federal funds must have a **UEI**. Enter your entity's UEI here. You can find your entity's UEI in your entity's System for Award Management (SAM) record. If you cannot locate your entity's UEI, [contact SAM for assistance](#). **The UEI must match the UEI associated with your entity's SAM (System for Award Management) record that was used in your 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 physically located. This Congressional District must match with the Congressional District that shown in the Business Information section of your organization's SAM (System for Award Management) record.

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 jurisdiction has a single

Delegate, enter your 2-character state/jurisdiction 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: Enter "Arts Education Partnership"

b. Project Description: Enter "N/A." Any other text entered here will not be used in the review of your application.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your proposed project. The start date should be the first day of the month, and the end date should be the last day of the month. NEA support of a project may start on or after October 1, 2025.

7. Project Director: Provide contact information, including an email address that will be valid through the announcement date for your category. Optional: Select a Prefix (e.g., Ms., Mr.)

8. Primary Contact/Grant Administrator: Provide the requested information for the individual who should be contacted on matters involving this application and the administration of an award. For colleges and universities, this person is often a Sponsored Research, Sponsored Programs, or Contracts and Grants Officer. For the Telephone number field, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.)

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, 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 is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.)

The AOR must have the legal authority to obligate your organization (e. g., be a senior member of the staff such as an Executive Director, Director of Development). See the NEA's [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#) for who can serve as an AOR for colleges and universities. Contractors/consultants, including grant writers, or administrative support staff cannot serve as an AOR.

NOTE: 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](#).

The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Step 2. Attach documents to the *Attachments* form:

The "Attachments Form" is where you will attach documents that you have completed and saved as PDF files. Items with an asterisk (*) are required.

IMPORTANT TIPS:

- Be sure you are using Adobe when filling out our PDF forms. If you do not have Adobe installed, you can [download it here for free](#).
 - 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 and not Preview.
- No attachment should be more than 2 MB.
- 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.

TYPES OF ATTACHMENTS:

Documents

- Attachment 1 (Narrative), Attachment 2 (Bios), and Attachment 4 (Support Materials) must be submitted as *PDF* files. Do not submit DOC or DOCX files.
- PDF documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching.
- Do not create PDFs of your electronic documents by scanning. PDFs created by scanning are much larger, and of lower quality, than PDFs created from a word processing document.
- Do not enable any document security settings or password-protect any PDF file you submit to us.
- Label all pages clearly at the top with your organization's legal name and the name of the item (e.g., Narrative, Bios, etc.).
- Within each attachment, number pages sequentially; place numbers on the bottom righthand corner of each page.
- **Leave a margin of at least one inch at the top, bottom, and sides of all pages.**
- **Pages should be singled-spaced, using a 12-point font size.**
- Do not type in all capital letters.

- Do not include links to websites that require material to be downloaded (e.g., Dropbox) in any part of your application.

Forms

Attachment 3 (Project Budget) is an NEA fillable form you will find linked below. This form can be downloaded, filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

Application Attachments

ATTACHMENT 1: NARRATIVE*

To this button attach a **narrative** (no more than five pages in length) that addresses the points below. The file name should include 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. Throughout the narrative, you may provide links to relevant information, as applicable.

- a) Your organization's **mission** and principal activities.
- b) Your organization's **experience** in administering arts education and/or education projects that engage a wide range of stakeholders from national, state, and local levels.
- c) Your organization's **experience** in working collaboratively with federal and national partners.
- d) **Proposed project activities.** Be as specific as possible. Describe your plans for accomplishing all aspects of the project as detailed in the Scope of Work/Detailed Requirements section of this Program Solicitation. You must:
 - Describe how the work of the AEP aligns with the mission of your organization.
 - Describe how the work of the AEP would be integrated into the core function of your organization. If proposing a partner organization(s), identify that organization and describe how your organization's capacity, and the work of AEP, will be increased or enhanced by the proposed collaboration.
 - Describe how the federal agencies would be engaged in the work of the AEP and any new approaches to governance, partnerships, and ways to move forward the federal agencies' shared priorities.
 - Describe your organization's capacity to manage a strategic planning process.
 - Discuss any proposed consultants, partners, or special resources that might be needed.
 - Describe committed and potential sources of cost share/matching funds your organization(s) could provide to help propel the work of the AEP forward.
- e) **Schedule** of key project planning and implementation dates.

- f) Provide figures for your **organization's total income and operating expenses** for the most recently completed fiscal year.

ATTACHMENT 2: BIOS*

To this button, attach **brief bios** (at least two 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: BUDGET*

To this button, attach the completed [Project Budget Form](#). The file name should include the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$1,050,000.

ATTACHMENT 4: SUPPORT MATERIALS

To this button, attach any **additional supporting information** that you think necessary. (Optional)

Attach one PDF with web links to these relevant materials. 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 site that requires material to be downloaded (e.g., Dropbox). The file name should include the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

Step 3. 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 navigate to the **Forms** tab on the **Manage Workspace** page:
 - When the **Form Status** column says "Passed," your application will be ready for submission.
 - **Important note:** The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the [Forms Tab](#) help article.
 - Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
 - The AOR must click [Sign and Submit](#) to submit the application. **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.**

- After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.**
3. **Verify that the application was *validated* by the Grants.gov system.** Take a screenshot of the validation confirmation for your records.

You can track the progress of your application submission through Grants.gov in one of three ways:

- Check the [progress bar](#) in Workspace. When your application has been successfully received, the bar will be green, and a check mark will appear in each bubble.
- When logged in to Grants.gov, click the Check Application Status link under the Applicants drop-down menu and search for the submitted application.
- When not logged in to Grants.gov, go to [Track My Application](#) and enter your Grants.gov Tracking Numbers. Then click the Track button to see the status listings of the valid tracking numbers entered. This function will only work if you have a tracking number.

More information about [checking Grants.gov application status](#) and a complete list of statuses.

Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.

Application Review

Review Criteria

Applications will be reviewed based on the criteria below, with equal weight assigned to artistic excellence and artistic merit.

Artistic Excellence

The **artistic excellence** of the project includes:

- Quality of the services that the project will involve.
- Quality and creativity of the proposed approach to this program.
- Quality of similar or related programs administered by the applicant organization.
- Degree to which the proposal demonstrates a sound understanding of the mission and practices of the AEP.

Artistic Merit

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

- Applicant's ability to provide guidance and structure for the program based on a sound understanding of arts education policy and trends.
- Applicant's experience in administering similar or related programs, including experience with multiple art education disciplines if an arts organization or with multiple stakeholders if an education organization.
- Applicant's experience collaborating with federal and/or national partner organizations.
- Degree to which the project correlates to the applicant's mission and programs.
- Ability to carry out the project on time and within budget including the quality and clarity of the project design, and the qualifications of the project personnel.
- Appropriateness and experience of any proposed national partner(s).
- The reasonableness of the budget, including potential sources of cost/share matching funds to support project costs.

NOTE: The NEA encourages proposals in which the Cooperator partners with another national organization(s) that can help enhance and fulfill the mission of the AEP.

Review & Selection Process

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 Chair. The Chair makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in April 2025.

Risk Review

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

Award Notices

The "Notification" date on the [Application Calendar](#) tells you when we expect to announce award decisions.

Notifications are sent via email. Applicants who are recommended for funding will receive a preliminary congratulatory message, with a request for project and budget updates. Applicants who are not recommended for funding will receive a rejection notice via email.

The official award notification (i.e., a notice of action authorized by the NEA Office of Grants Management) is the only legal and valid confirmation of award. Receipt of your official award notification can take several months depending on several factors such as reviewing changes to the project budget, the number of awards to be processed, whether the agency has its appropriation from Congress, etc.

Post-Award Requirements and Administration

Authorizing Statutes

NEA offers this funding opportunity under the authority of 20 U.S.C. § 954.

Subsequent Cooperative Agreements

The NEA may enter into up to four (4) subsequent cooperative agreements with the recipient of the initial award. 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.

Subsequent awards would begin on October 1 of each year and extend for up to 12 months in duration, with a tentative funding level of up to \$1,050,000 for each award (contingent upon the availability of funds).

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 established written policies. The NEA Office of Grants Management may require the selected organization to submit a copy of this policy, if it exists, to the NEA before a cooperative agreement can be finalized.
- In the absence of an established written policy regarding travel costs, the rates and amounts established under [5 U.S.C. 5701-11](#) ("Travel and Subsistence Expenses; Mileage Allowances"), by the Administrator of General Services, or by the President (or their designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards ([48 CFR 31.205-46\(a\)](#)).
- No federal or cost share/matching funds can be used to support federal staff, federal contractors, or National Council on the Arts Members' travel.

*The requirements of [2 CFR 200.475](#) and [41 CFR 301-10](#); and [2 CFR 200.1](#) (Participant Support Costs) will apply to this agreement. **Please read these requirements carefully before applying, as travel is a substantial component of this proposal.***

General Terms and Conditions

NEA cooperative agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#). Subgranting is not permitted as part of this award.

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts and the U.S. Department of Education in all material related to this project. The NEA may provide the Cooperator with specific requirements for this acknowledgment.

Ownership and Use of Materials

The NEA reserves a perpetual, royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use the products created by the Cooperator under the terms of any resulting cooperative agreement for federal purposes and to authorize others to do so (2 CFR 200.315).

The AEP will retain intellectual property rights to the materials and publications it develops for its website and other means of dissemination.

Project Reporting and Evaluation

Before applying, please review the [reporting requirements](#). All recipients are required at minimum to submit a Final Descriptive Report (FDR), a Federal Financial Report (FFR), and a Geographic Location of Project Activity Report (GEO) within 120 days of the end of their period of performance.

You are required to maintain project documentation, including financial records, for three years following submission of your final reports.

Final Reports for Previous Awards

Before an award is issued, recipients must have submitted acceptable Final Report packages by the due date(s) for all previous NEA award(s).

Freedom of Information Act (FOIA)

Disclosure Notice: The National Endowment for the Arts (NEA) may share a copy of awarded applications and/or related materials submitted to the NEA by the applicants, with the public or other third parties, where required or permitted by law.

Legal Requirements and Assurance of Compliance

The [Legal Requirements](#) section on our website provides information about key legal requirements that may apply to an applicant or grantee. It is not an exhaustive list; more details may be found in Appendix A of the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#).

By signing and submitting the application form on Grants.gov, the Applicant certifies that it is in compliance with the statutes outlined in the [Assurance of Compliance](#) and all related National

Endowment for the Arts regulations, and that it will maintain records and submit the reports that are necessary to determine its compliance.

It is ultimately your responsibility to ensure that you are compliant with all legal, regulatory, and policy requirements applicable to your award.

Civil Rights

Projects may focus on reaching a particular group or demographic (such as gender, disability, economic status, race, color, or national origin, including limited English proficiency); however, they may not be exclusionary under Federal civil rights laws and policies prohibiting discrimination as outlined in the [Assurance of Compliance](#). This extends to hiring practices, artist selection processes, and audience engagement. Your application should make it clear that project activities are not exclusionary. Please review the [Assurance of Compliance](#), as well as [NEA Civil Rights guidance](#) on our website, including this archived webinar: [Things to Know Before You Apply: Federal Civil Rights and Your Grants Application](#).

The NEA's Office of Civil Rights investigates complaints about compliance with accessibility standards as well as other federal civil rights statutes. For further information and copies of the nondiscrimination regulations identified above, contact the Office of Civil Rights at 202-682-5454 or civilrights@arts.gov. For inquiries about limited English proficiency, go to <http://www.lep.gov>, or contact the Office of Civil Rights at 202-682-5454 or civilrights@arts.gov.

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.

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