

# APPLICATION CHECKLIST

## Rescue Plan Grants to Local Arts Agencies for Subgranting

### BEFORE APPLYING

- Finalize your entity registration/renewal with the System for Awards Management (SAM.gov)
- Register/Renew with Grants.gov

*TIP: Register/renew early to give yourself time to resolve any problems that you might encounter.*

### PART 1: GRANTS.GOV (Deadline: Submit by 11:59 p.m. Eastern Time on July 22, 2021)

- Submit the Application for Federal Domestic Assistance/Short Organization Form through Grants.gov

*TIP: Submit your application to Grants.gov early to give yourself time to resolve any problems that you might encounter.*

### PART 2: APPLICANT PORTAL

- Log in to Grants.gov, using your Grants.gov username and password, and go to "Check Application Status" to get your Grants.gov tracking number and agency tracking number to use as your username and password for the Applicant Portal.
- Complete & submit the Grant Application Form (GAF) by 11:59 p.m. Eastern Time on August 2, 2021. Confirm that all tabs are correctly filled out before hitting Save and Submit.
  - Tab 1: View Application Data
  - Tab 2: Organization Info
    - Subtab: Organization Information
    - Subtab: Organization Budget
  - Tab 3: Arts Programmatic History
  - Tab 4: Proposal Info
    - Subtab: Activities
    - Subtab: Other Details
  - Tab 5: Proposal Budget
    - Subtab: Expenses

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## **APPLICATION CHECKLIST**

### **Rescue Plan Grants to Local Arts Agencies for Subgranting**

- Tab 6: Items to Upload
  - Current Ordinance, Resolution, Charter, or Contract (single PDF file)
  - Grantmaking History (single, one-page PDF file)
- Tab 7: Organization & Project Data