

CFDA No. 45.024
NEAPS2002

Program Solicitation: Arts Education Partnership (AEP)

Application Deadline: April 20, 2020

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 the deadline date above. Submit your application no later than April 10, 2020, to give yourself ample time to resolve any problems that you might encounter.

Background

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 100 organizations representing the arts and education fields as well as the government and private sectors.

The Arts Education Partnership (AEP)

The AEP was established in 1995 by the National Endowment for the Arts (Arts Endowment), 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 Arts Endowment 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.

National Endowment for the Arts

The Arts Endowment 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 grants to create systemic change in communities. In addition to these efforts, the Arts Endowment supports national leadership initiatives in arts education such as the AEP.

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 Arts Endowment, ED also supports the AEP.

Program Solicitation

As the AEP enters into its 25th year, the Arts Endowment seeks a Cooperator to build on the significant achievements of the AEP and its national coalition. In undertaking this work, the Arts Endowment encourages proposals in which the Cooperator partners with another national organization that can help enhance and fulfill the mission of the AEP.

Scope of Work

In brief, the Cooperator will:

1. Administer the AEP and actively collaborate with the Arts Endowment 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.

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.

More information can be found under Detailed Requirements below.

Detailed Requirements

The Cooperator will work with the Arts Endowment Project Director, designated ED staff, and with other Arts Endowment staff as appropriate, on all aspects of this program. The Arts Endowment Project Director will be the Director of Arts Education.

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.

AEP Structure and Operational Support

The Cooperator will:

- 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 Arts Endowment and ED. The strategies include:
 - **Convening.** Assemble stakeholders around research, policy, and practice for arts learning, including connecting Arts Endowment and ED arts education grantees with each other and AEP stakeholders with aligned needs and interests. Convene at least one national forum annually, and undertake other outreach events and activities (e.g., 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 create commitment to the AEP's mission among their state and local affiliates and constituents.
 - **Connecting.** Serve as a clearinghouse for 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 Arts Endowment arts education grantees and ED arts education grantees. 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 Arts Endowment and ED arts education grantees 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 constituencies.
- Work with the Arts Endowment Project Director and designated Arts Endowment and ED staff to refine the details and schedule of all project components.
- Develop a financial strategy 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, and suburban areas.

NOTE: The AEP may also form ad hoc groups or undertake similar efforts as needed to efficiently conduct its work gathering and analyzing research and policy information, fostering dialogue about what works in arts education, and supporting advocacy for improved arts education policy and practice.

- In consultation with the Arts Endowment Project Director and designated Arts Endowment and ED staff, select through a competitive process the AEP Director and professional staff, including positions for research and policy, communications and marketing, and appropriate administrative support. AEP staff will receive competitive market salaries and fringe benefits.
- Supervise the AEP Director, who will:
 - Manage the AEP's daily operations and supervise the AEP staff.
 - Develop and manage the implementation of a strategic plan for the AEP. This includes developing a planning process resulting in an AEP strategic plan for the following three years.
 - Manage the implementation of the AEP's [2020 Action Agenda for Advancing the Arts in Education](#), a framework for advancing the role of the arts in addressing the nation's top education priorities, and related subcommittees carrying out this work.
 - Develop a work plan to implement activities supported by federal investments in the Cooperative Agreement and work collaboratively with the Arts Endowment Project Director and designated Arts Endowment and ED staff in carrying out Arts Endowment and ED shared priorities, such as STEAM (Science, Technology, Engineering, Arts, and Math), juvenile justice, school choice, and literacy.
 - Meet quarterly (virtually or in-person) with the Arts Endowment and ED to monitor progress in achieving the activities in the work plan.
 - Coordinate planned projects and administer resources that support the annual work plan and the AEP's strategic plan.
- Follow the Cooperator's approved written procurement policies, which must be consistent with 2 CFR 200.318-326 and appendices, if consultants or vendors are selected by the Cooperator as part of this project. 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 or vendors by the Cooperator as part of this project requires the prior approval of the Arts Endowment Project

Director.

- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the “Rights”). The Rights may include, but are not limited to, permissions for visual images, video, and other online project components. If relevant, the Arts Endowment Project Director will coordinate discussions or meetings between the Cooperator and the Arts Endowment’s Office of General Counsel (OGC) to ensure that the rights secured meet the Agency’s needs. The Arts Endowment 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 Agency from any liability arising from deficient Rights and/or the Cooperator’s warrants or statements about the Rights. Electronic copies of the Rights must be provided to the Agency in accordance with the requirements provided by OGC.
- Provide the Arts Endowment Project Director and designated Arts Endowment 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.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit electronically through the Cooperator’s eGMS REACH account, required Final Reports, including a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425, and any other specific reports identified in the Report Schedule.

The Arts Endowment Project Director will:

- Work with the Cooperator, along with designated Arts Endowment and ED staff, to refine the project plans and schedule. Provide leadership, along with designated Arts Endowment and ED staff, for the support and fulfillment of the AEP’s mission, as well as participate actively in the national coalition.
- Review, along with designated Arts Endowment and ED staff, and approve the AEP work plan and strategic plan.
- Approve, along with designated Arts Endowment and ED staff, the selection of the AEP Director and consult on other AEP professional staffing.
- Review, along with designated Arts Endowment and ED staff, and approve proposed consultants or vendors.
- Review, along with designated Arts Endowment and ED staff, and approve quarterly project activity and expenditure reports from the Cooperator.
- Advise, along with designated Arts Endowment 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 Arts Endowment's OGC regarding rights, permissions, licenses, and releases as appropriate to the project.
- Serve as a liaison to other Arts Endowment and ED staff as appropriate.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than October 1, 2020. The Arts Endowment will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Cooperative Agreement Amount

The Arts Endowment expects to award one Cooperative Agreement of up to \$1,050,000, contingent upon the availability of funds.

The Cooperative Agreement requires nonfederal cost share/matching funds. The level of 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 Arts Endowment or other federal grants, including federal subgrants. Any project costs beyond the amount above must be covered from sources other than the Arts Endowment.

The Arts Endowment expects the Cooperator to account for income from goods and services generated through the AEP. All earned income must go back into the operating budget for the AEP.

Period of Performance

This Cooperative Agreement will begin no earlier than October 1, 2020, and end on September 30, 2021.

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.

The Arts Endowment 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; 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, including Grants for Arts Projects and Our Town, in addition to this Program Solicitation. In each case, the request must be for a distinctly different project.

How to Prepare and Submit an Application

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 April 20, 2020.** We strongly recommend that you submit by April 10, 2020 to give yourself ample time to resolve any problems that you might encounter.

Submitting an application is a two-step process:

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 "[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. Before you submit through Grants.gov for the first time, see "Apply Electronically Through Grants.gov" beginning on page 10 for further instructions.

Follow the detailed instructions for submitting items such as the application narrative, bios, project budget, and supporting information in the "How to Use the Attachments Form" section beginning on page 14.

Application Review

Proposals will be reviewed on the basis of the following criteria:

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

- 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 concept and practices of the AEP.

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

- 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.
- 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.
- The reasonableness of the budget, including potential sources of cost/share matching funds.

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

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. We anticipate that applicants will be notified of award or rejection in July 2020.

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

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 Arts Endowment's Grants Management 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 cost share/matching funds can be used to support federal staff or National Council on the Arts members' travel.

Award Administration

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 Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

Ownership and Use of Materials

The Arts Endowment 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.

Subsequent Cooperative Agreements

The Arts Endowment 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.

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).

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](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Ayanna Hudson
Director of Arts Education

202-682-5515
HUDSONA@ARTS.GOV

If you have questions about administrative requirements, contact:

Nicki Jacobs
Director, Office of Grants Management
202-682-5403
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 Arts Endowment. Call the Grants.gov help desk at 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 per day, seven days a week.

Reporting Burden

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. The Arts Endowment welcomes any suggestions that you might have on improving its 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 the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

Apply Electronically Through Grants.gov

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

You will need to 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, 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: NEAPS2002

- 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/).

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 and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter Arts Education Partnership.

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 October 1, 2020. The start date should be the first day of a month. Enter an end date of September 30, 2021. This is the period of performance for your proposed project. 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 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.)

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.

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.

Several important points:

Attachment 3, the Project Budget Form, is a National Endowment for the Arts 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 (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). 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/>

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 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 administering arts education and/or education projects that engage a wide range of stakeholders from national, state, and local levels.
- c) **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, 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 2020 Action Agenda for Advancing the Arts in Education.
 - 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 matching funds your organization(s) could provide to help propel the work of the AEP forward.
- d) **Schedule** of key project planning and implementation dates.

ATTACHMENT 2: 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: To this button, attach the completed **Project Budget Form**, [\[DOWNLOAD PROJECT BUDGET FORM\]](#) [\[INSTRUCTIONS\]](#).

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

ATTACHMENT 4: To this button, attach any additional supporting information that you think necessary. (Optional)

You may attach a PDF with web links to 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.

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Expires 10/31/2022