

Part 1: Grants.gov	April 27, 2023 at 11:59 pm ET
Part 2: Applicant Portal window	From 9 am ET on May 2 through 11:59 pm ET on May 16, 2023

Register (Finalize at least several weeks before the Part 1 deadline)

- Register with [Login.gov](#)
- Register/Renew with the [System for Awards Management](#)
- Register/Renew with [Grants.gov](#)

Apply

Full application instructions can be found at the bottom of the [How to Apply](#) page.

Part 1: Grants.gov

- Submit the **Application for Federal Domestic Assistance/Short Organizational Form** through Grants.gov Workspace

Part 2: Applicant Portal

- Username and Password:** Log in to Grants.gov, and go to "Check My Application Status" to collect your Grants.gov tracking number and agency tracking number to use as your login.
- Complete and submit the Grant Application Form (GAF) in the NEA’s [Applicant Portal](#).** Items with an asterisk (*) are required.
 - Tab 1: View Application Data
 - Tab 2: Organization Info
 - Subtab 1: Organization Details
 - Legal/IRS Name*
 - Popular Name
 - For this application, are you serving as the [Parent of an Independent Component](#)?
 - If yes, provide the name of the Component
 - Mission and Background/History of Your Organization*
 - Subtab 2: Organization Budget
 - Organization Budget Form*
 - Fiscal Health*
 - Tab 3: Arts Programmatic History
 - Years 1-3*
 - Representative Examples Years 1-3*
 - Tab 4: Project Details
 - Subtab 1: Project Activity
 - NEA Discipline for Proposed Project*
 - Project Synopsis*

- Underserved Groups/Communities*
- Intended Underserved Audience/Participants/Community*
- Proposed Start/End Dates*
- Project Description*
- Subtab 2: Other Details
 - Schedule of Key Project Dates*
 - Project Goals and Monitoring*
- Subtab 3: Project Partners & Key Individuals
 - Selection of Key Organizational Partners and Key Individuals*
 - Information About Key Organizational Partners and Key Individuals* (Up to 5)
 - Individual or Partner Organization Name*
 - Proposed/Committed*
 - Individual/Partner Organization Type*
 - Individual Bio/Partner Description*
- Tab 5: Project Budget
 - Amount Requested*
 - Subtab 1: Project Expenses*
 - Subtab 2: Project Income*
 - Additional Project Budget Notes
- Tab 6: Items to Upload*
 - Work Samples: Up to 3, may include any combination of video, audio, images, documents or websites.
- Tab7: Organization & Project Data
 - Applicant Organization Discipline*
 - Applicant Organization Description*
 - Preparedness Plans*
 - Project Activity Type*
 - Organizational Leadership/Staffing Question
 - Proposed Beneficiaries
 - Race/Ethnicity
 - Age Ranges
 - Underserved Groups/Communities

Resources

- Go to the [Applicant Resources](#) page to watch the Challenge America webinar and How to Apply tutorials
- Review important information about [Accessibility](#) and [Civil Rights](#) requirements
- Contact staff with any questions: challengeamerica@arts.gov or 202-682-5700