



BEFORE APPLYING (At least two weeks before 5/8/14)

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

STEP 1: GRANTS.GOV (At least ten days before 5/8/14)

- Submit the **SF-424** (Application for Federal Domestic Assistance) through Grants.gov

STEP 2: NEA GRANTS ONLINE™ (NEA-GO)

- Log in to Grants.gov and go to "Check My Application Status" to get your Grants.gov tracking number and agency tracking number to use as your username and password for [NEA-GO](#). NEA-GO will be open May 22 – June 5, 2014.
- Complete & submit the **Grant Application Form (GAF)** by **11:59 pm ET on June 5, 2014**. (An example PDF application is [here](#).)
 - Part 1: Organizational Information
 - Part 2: Project Information
 - Part 3: Project Budget
 - Part 4: Project Participants
 - Part 5: Upload Docs, Work Samples - Required PDF Documents & Work Samples (Excess pages and items not listed in the guidelines will be deleted.)

REQUIRED PDF ATTACHMENTS

- Programmatic Activities List (Up to 3 pages total)
 - 2011-2012 (or 2011) 2012-2013 (or 2012) 2013-2014 (or 2013)
- Statements of Support (At least 1, up to 3 letters, no more than 1 page each)
 - Special Item:
 - If necessary, documentation confirming the project is in compliance with the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#).

WORK SAMPLES

- Video
- Audio
- Digital Images
- Documents
- Websites

RESOURCES

- Watch the [CAFT webinar](#)
- Contact the [CAFT staff](#) with any questions