

**Coronavirus Aid, Relief, and Economic Security (CARES) Act
Part 2: Submit Materials to the Applicant Portal**

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How to Use This Document

This document will guide you through **Part 2 of the CARES Act application process**; it contains detailed instructions for completing the Grant Application Form (GAF) in the Arts Endowment's Applicant Portal.

Important Notes:

- You will only be able to complete Part 2 of the CARES Act application process if you have successfully submitted Part 1 of the application to Grants.gov by the appropriate deadline.
- You will not have access to the Applicant Portal until the Part 2 application window opens as described below. However, **we urge you to use this document to prepare your responses and material well in advance** so you will have them ready to upload once the system opens.

| | |
|--|--|
| Part 1 - Submit to Grants.gov | April 22, 2020 by 11:59 p.m., Eastern Time |
| <i>Prepare application material so that it's ready to upload when the Applicant Portal opens</i> | |
| Part 2 - Submit to Applicant Portal | April 27 at 9:00 a.m., Eastern Time, to May 4, 2020 by 11:59 p.m., Eastern Time |

Access the Applicant Portal

Log on to the Applicant Portal at: <https://applicantportal.arts.gov>

Log on credentials:

- **User Name = Grants.gov Tracking Number (Example: "GRANT12345678")**

Your Grants.gov tracking number is assigned to you by Grants.gov at the time you submit Part 1 your application. A confirmation screen will appear once your submission is complete. Your Grants.gov tracking number will be provided at the bottom of this screen.

- **Password = Agency Tracking Number/NEA Application Number (Example: "1234567")**

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The National Endowment for the Arts assigns the number to your application 1-2 business days after you submit Part 1 of your application. Log on to Grants.gov with your Grants.gov Username and Password. Under Grant Applications, select Check Application Status. Once in the Check Application Status feature, look for your Grants.gov Tracking Number and select Details under the Actions column. You'll be taken to the Submission Details screen to find your Agency Tracking#/NEA Application Number. NOTE: Check Application Status is a separate feature from Track My Application at Grants.gov.

The User Name and Password can only be used by one person at a time in the Applicant Portal. If multiple people use the User Name and Password at the same time to work on an application, data will be lost.

Technical notes for using the Applicant Portal:

- The Applicant Portal is best viewed in the following browsers: Chrome 58+, Firefox 54+, Internet Explorer 11+, or Microsoft Edge 44+. You should only open the Applicant Portal in one browser at a time to enter information. Cookies and JavaScript may need to be enabled for you to successfully view the site. You might also need to disable AdBlocker and/or similar software.
- Most problems can be solved by changing your browser. In Internet Explorer, you may need to do the following:
 - Press the Alt key.
 - Select Tools from the menu bar.
 - Select Compatibility View Setting.
 - Type in "arts.gov" and uncheck all check marks and close.
- Be sure to first copy and paste any text into Notepad (if you're using a PC) or TextEdit (if you're using a Mac) before copying it into the Applicant Portal. This will strip away any HTML Coding that may add unwanted additional characters to text (however, any formatting you had will be deleted). These additional characters can be added due to some special characters such as ampersands, quotation marks, apostrophes, and angle brackets.
- Limit character counts by using a solution other than special characters (e.g., instead of using quotation marks for titles of works, put them in italics), using only one space at the end of sentences, and limiting the use of tabs.
- Hit "Save" and log off if you plan to leave the Applicant Portal with work in progress. Your session will deactivate after a period of time and you could lose content.

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Fill out the Grant Application Form

You will submit a substantial part of your application through the GAF in the Applicant Portal, including:

- Answers to narrative questions.
- Project Budget.

The Applicant Portal platform has five tabs, some of which have sub-tabs:

- Tab 1: View Application Data
- Tab 2: Organizational Information
- Tab 3: Project Information
- Tab 4: Project Budget
- Tab 5: Organization & Project Data

For your application to be considered complete, you **MUST** include every required item in your application. Required items are denoted with a red * in the GAF.

When filling out the Grant Application, you must adhere to the character count limit in each section. Do not include hyperlinks. They will not be reviewed, unless provided as part of your work sample upload.

Tab 1: View Application Data

This section is the first screen you will see when you open the GAF. It cannot be edited; it is autopopulated with information you entered for Part 1 on the Application for Federal Domestic Assistance/Short Organizational Form that was submitted to Grants.gov. If you find any incorrect information on this page, contact the staff.

Tab 2: Organization Info

Subtab 1: Organization Information

You will be asked to provide the following information in this section:

Legal/IRS Name (should match Application for Federal Domestic Assistance/Short Organizational Form)

Popular Name (if different)

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For this application, are you serving as the Parent of an Independent Component (before choosing, [see the definition](#) of official Independent Component status: Y/N)

Mission of Your Organization (500 Character Limit, including spaces)

[Subtab 2: Organization Budget](#)

Budget Form: List your operating budget figures from the most recently completed fiscal year, the previous fiscal year, and the fiscal year prior to that. Fill in the line items only for Total Income and Total Expenses for each year. Leave all other line items blank.

Tab 3: Project Info

[Subtab 1: Project Activity](#)

NEA Discipline for Proposed Project: Select the discipline that most closely aligns with your organization. [Contact us](#) if you have any questions about which discipline is most appropriate.

Project Title: Enter "CARES Act". (200 Character Limit, including spaces)

Project Summary: Enter "Job and/or Facilities Support," or if you are an eligible designated local arts agency applying for a subgranting program, note "Subgranting Program." (750 Character Limit, including spaces)

Total number of current paid employees: (5 Character Limit, including spaces)

Number of jobs included in this request: (5 Character Limit, including spaces)

Is your organization requesting facilities costs? Y/N

Project Description:

- a) Note the job position(s) for which you are seeking support. Provide job title, description, and salary. Discuss the significance of this position to the mission and core work of your organization. Describe the effect on your organization if this position was curtailed or eliminated. Is this position currently filled?

- b) Describe the artists and/or contractual personnel to whom you propose to pay fees. Describe the project for which these individuals would be paid, and the position(s) and

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fees for these individuals. Discuss the significance of this project to the mission and core work of your organization. Describe the effect on your organization if this project was curtailed or eliminated.

- c) In two or three brief sentences, broadly describe any facilities costs that are requested.

This section also should be completed by local arts agencies requesting funds for their own operations. If an eligible designated local arts agency applying for a subgranting program chooses not to request funds for its own jobs, enter "N/A," as this is a required field.

(3,000 Character Limit, including spaces)

For subgranting programs only:

If you are an eligible designated local arts agency applying for a subgranting program, address the following. (3,000 Character Limit, including spaces)

- a) Describe **your proposed subgranting program**, how it is consistent with the Arts Endowment's CARES Act program, and how it will directly impact salary support, fees for artists and contractual personnel, and facilities costs among a broad constituency that you serve. Discuss:
- Your proposed **applicant pool**. Detail the geographic range, the number of applicants that you anticipate, and the artistic disciplines represented. Provide a representative list of organizational names and the range of budget sizes.
 - Your **plans for making this applicant pool aware** of the funding opportunity that you will provide.
 - Where appropriate, **efforts to reach organizations that serve underserved populations**.
 - Your **plans for receiving and reviewing requests** for support. Describe the review criteria that you will use as well as the process itself.

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- b) The **appropriateness of this project** to the mission and core work of your own organization.

- c) The **impact of administering** this subgranting program on your own organization and the staff or contractual resources that it will require.

[Subtab 2: Other Details](#)

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. Our support of a project may start on or after **July 1, 2020**. Generally, a grant period of up to two years is allowed. Your budget should include only the activities and costs incurred during the requested period of performance. The dates you enter here will be used in the review of your application.

Project Start Date: (MM-DD-YYYY)

Project End Date: (MM-DD-YYYY)

Audience/Participants/Community: Describe your organization's audience, participants, and community served. Where appropriate, describe how your organization engages or impacts any underserved populations. (2,000 Character Limit, including spaces)

[Tab 4: Project Budget](#)

Tell us how you plan to spend the requested Arts Endowment funds. All items in your budget must be reasonable, necessary to accomplish objectives, allowable in terms of the Arts Endowment's [General Terms and Conditions](#), and adequately documented.

Your **Project Budget** should reflect only those activities and associated costs that will be incurred during the "Period of Performance," i.e., the span of time necessary to plan, execute,

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and close out your proposed project. REMINDER: The earliest allowable project start date is July 1, 2020.

NOTE: Organizations cannot receive more than one National Endowment for the Arts grant for the same expenses. This budget cannot include costs that are supported by any other federal funds or their cost share/match, including costs that may be included in applications submitted, or grants received, by partner organizations or presenters.

Amount Requested from the NEA: \$50,000. Designated local arts agencies eligible to subgrant may request \$100,000 or \$250,000 for subgranting programs.

[Project Expenses](#)

Your budget items must be limited to:

- **Salaries, wages, and fringe benefits** for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately. Do not combine positions or use salary ranges.
- **Fees** for artists and contractual personnel. List each position separately. Do not combine positions or use salary ranges.
- **Facilities costs** such as rent and utilities.
- For eligible designated local arts agencies requesting support for subgranting, **fees for subgrants and the subgranting program**. Priority will be given to cost-effective programs that maximize the amount of funds distributed. Reminder: Up to \$50,000 of the Arts Endowment grant funds may be used for a designated local arts agency's own operations and/or the administration of subgranting programs.
- **Indirect costs**, if applicable.

DIRECT COSTS: Salaries and wages cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in "DIRECT COSTS: Other" on the Project Budget form, and not here.) Indicate the title and/or type of personnel (40 characters maximum), the number of personnel (30 characters maximum), the annual or average salary range (40 characters maximum), and the percentage of time that will be devoted to the project annually (30 characters maximum). List each staff position separately. Do not combine positions or use salary ranges.

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Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See "**Legal Requirements**" for details.)

NOTE: Salaries/wages/fringe benefits incurred in connection with fundraising specifically for the project are allowed. These costs must be incurred during the National Endowment for the Arts project period of performance, and be approved as allowable project expenses by the agency.

Sample View:

| Project Expenses | | Project Income | | |
|---------------------------------|---------------------|--------------------------------|-----------------------------------|--|
| DIRECT COSTS: SALARIES & WAGES | | | | |
| Title and/or Type of Personnel | Number of personnel | Annual or Average Salary Range | % of time devoted to this project | Amount (You must enter Zero "0" to clear Dollar fields) |
| Executive Director | 1 | \$ 70,000 per yr. | 25% | \$17,500 |
| Project Directors | 2 | \$ 40-60,000 per yr. | 5-40% | \$22,000 |
| Admin. Support Staff | 2 | \$ 20-25,000 per yr. | 20-30% | \$11,000 |
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| | | \$ | | |
| Total Salaries and Wages | | | | \$50,500 |

Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. They may be included here only if they are not included as indirect costs.

Sample View:

| | |
|---|-----|
| FRINGE BENEFITS | \$0 |
| Total Salaries and Fringe Benefits | \$0 |

DIRECT COSTS: Travel These costs are not allowed. Do not enter any costs in this section.

DIRECT COSTS: Other include consultant and artist fees, contractual services, facilities costs, and for eligible local arts agencies, fees for subgrants and the subgranting program.

Do not combine positions or use salary ranges. For procurement requirements related to contracts and consultants, review 2 CFR Part 200.317-.326.

Facilities costs include items such as rental of space or equipment and utilities. Provide details of what is included in each line item.

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Clearly identify the rental of equipment versus the purchase of equipment. If you intend to purchase any equipment that costs \$5,000 or more per item and that has an estimated useful life of more than one year, you must identify that item here. Provide a justification for this expenditure either in this section of the Project Budget form or in your narrative. Digital computers, mobile devices, or other new technologies are considered supplies if less than \$5,000 per item regardless of the length of useful life.

Limit your descriptions to 100 characters maximum.

Sample View:

| DIRECT COSTS: OTHER | |
|-----------------------------|--|
| Description | Amount (You must enter Zero "0" to clear Dollar fields) |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| <input type="text"/> | \$0 |
| Total Other Expenses | \$0 |

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TOTAL DIRECT COSTS is the total of all direct cost items listed in "Salaries and wages" and "Other expenses." This field will autocalculate.

INDIRECT COSTS

Arts Endowment applicants have the option to include Indirect Costs in their project budgets. The inclusion of Indirect Costs is allowable, but not required.

Indirect Costs are overhead, administrative, or general operating expenses that are not readily identifiable with, or are difficult to assign to, a specific project. Nevertheless, these costs are still necessary to the operation of the organization, the performance of its activities, and the execution of its projects. Examples of Indirect Costs include the expenses associated with operating and maintaining facilities and equipment, rent, utilities, supplies, and administrative salaries.

To include indirect costs in a project budget, an applicant may choose to do **ONE** of the following (for help in determining which option to choose, see the Indirect Cost Guide for Arts Endowment Grantees):

- Include a reasonable figure for “Overhead and Administrative Costs” as a line item under the “Direct Costs: Other” section, and leave the “Indirect Costs (if applicable)” section blank.
- Use a *de minimis* rate of up to 10% (.10) of Modified Total Direct Costs, and enter this figure in the “Indirect Costs (if applicable)” section. The 10% *de minimis* indirect cost rate is a federally-recognized rate that non-federal entities may use to recover allowable indirect costs on grants or cooperative agreements. Modified Total Direct Costs include salaries and wages, fringe benefits, materials and supplies, services, and travel. Modified Total Direct Costs excludes equipment, capital expenditures, rental costs, scholarships and fellowships, among others. Additional information on calculating Modified Total Direct Costs can be found at [2 CFR Part 200.414.f](#).
- Use a negotiated Indirect Cost Rate Agreement (ICRA). In this case, Indirect Costs are prorated or charged to a project through a rate negotiated with the National Endowment for the Arts or another federal agency. You are not required to have an Indirect Cost Rate Agreement to apply for or to receive a grant. In fact, only a small number of applicants and grantees to the Arts Endowment have or choose to use an ICRA. This option most commonly applies to colleges and universities. If you have an ICRA and would like to include Indirect Costs in your project budget, complete the information requested in the “Indirect Costs (if applicable)” section accordingly. When entering the name of the federal agency with which the ICRA has been negotiated, limit your description to 50 characters. Enter the percentage of the ICRA as decimals. Note that applicants may only use a Research Indirect Cost Rate Agreement for applications to the Arts Endowment’s Office of Research and Analysis.

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Sample View of the de minimis rate:

| INDIRECT COSTS (if applicable) | |
|--------------------------------|---------------------------------------|
| Federal Agency | <input type="text"/> |
| Rate Agency(.0000) | <input type="text" value="0.10000"/> |
| Base | <input type="text" value="\$10,000"/> |
| TOTAL INDIRECT COSTS | <input type="text"/> |

TOTAL PROJECT COSTS/EXPENSES is the total of "Total direct costs," and, if applicable, "Indirect costs." This field will autocalculate. This should total \$50,000. For designated local arts agencies requesting support for subgranting programs, this should total \$100,000 or \$250,000.

Tab 5: Organization & Project Data

The National Endowment for the Arts collects basic descriptive information about all applicants and their projects. The information that follows will help the National Endowment for the Arts to comply with government reporting requirements, and will be used to develop statistical information about the organizations and projects it funds to report to Congress and the public. **Your responses will not be a factor in the review of your application.**

Applicant Organization Discipline: Select the primary discipline that is most relevant to your organization. This refers to the primary artistic emphasis of your organization. You will **choose one** from the following:

- Artist Community
- Arts Education Organization
- Dance
- Design
- Folk & Traditional
- Literary Arts
- Local Arts Agency
- Media Arts
- Museums
- Music
- Opera
- Presenting & Multidisciplinary Work Organization
- Theater & Musical Theater
- Visual Arts
- None of the Above

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You will also have the option of selecting two additional disciplines for your organization, though this is not required.

Applicant Organization Description: This section asks for the description that most accurately describes your organization. You will **choose one** from the following:

- Artists' Community, Arts Institute, or Camp
- Arts Center
- Arts Council / Agency
- Arts Service Organization
- College / University
- Community Service Organization
- Fair / Festival
- Foundation
- Gallery / Exhibition Space
- Government
- Historical Society / Commission
- Humanities Council / Agency
- Independent Press
- Library
- Literary Magazine
- Media-Film
- Media-Internet
- Media-Radio
- Media-Television
- Museum-Art
- Museum-Other
- Performance Facility
- Performing Group
- Presenter / Cultural Series Organization
- Religious Organization
- School District
- School of the Arts
- Social Service Organization
- Tribal Community
- Union / Professional Association
- None of the Above

You will also have the option of selecting two additional descriptions for your organization, though this is not required.

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Preparedness Plans: Does your organization have a disaster preparedness plan (i.e., plans to handle disasters and emergencies such as floods, hurricanes, and man-made disasters)? You will **choose one** from the following:

- Yes
- No

Submit the Grant Application Form

- You must click “Save” and then “Submit.” **If you do not hit the "Submit" button, your application will not be received.** The “Submit” button is only visible when you are on Tab 5: Organization & Project Data.
- See “Help” on the menu bar at the top of the Applicant Portal for information on how the validation function works.
- Submit your materials to the Applicant Portal prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.

We strongly urge you to complete and submit the Grant Application Form and upload materials outside of the hours of heaviest usage, generally 8:00 p.m. to 11:59 p.m., Eastern Time, on the day of the deadline.

Staff will not be available to help you after 5:30 p.m., Eastern Time.

- After submitting your application, you may log back into the Applicant Portal and make changes to your submission up until the system closes at 11:59 p.m., Eastern Time, on the day of the deadline. **You must click “Save” and “Submit” when you are finished.**
- Ensure that your application was received by logging in to the Applicant Portal. On the first screen it will say “Submitted” if your application has been received. If your application has not yet been received, it will say “In Progress.” Maintain documentation of your successful submission by taking a screenshot.
- You may print a copy of your application at any time, whether in draft or final form, for your records.
- When in doubt, contact your discipline specialist.