

Program Solicitation: Creative Forces® NEA Military Healing Arts Network (Clinical Component)

Proposal Receipt Deadline: July 16, 2024

Applications must be submitted electronically through Grants.gov, the federal government’s online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m. Eastern Time on the deadline date above. We strongly recommend that you **submit your application early** to give yourself ample time to resolve any problems that you might encounter.

Program Description

Creative Forces®: NEA Military Healing Arts Network (Creative Forces) is an initiative of the National Endowment for the Arts (Agency or NEA) in partnership with the U.S. Departments of Defense (DoD) and Veterans Affairs (VA). The mission of Creative Forces is to improve the health, well-being, and quality of life for military and veteran populations exposed to trauma, as well as their families and caregivers, by increasing knowledge of and access to clinical creative arts therapies and community arts engagement. The initiative has three components:

- 1. Clinical.** Since 2012 Creative Forces has placed creative arts therapies at the core of patient-centered care at military medical and Veteran Health Administration facilities, including telehealth delivery of care for patients in rural and remote areas. In clinical settings, creative arts therapists provide art, music, dance/movement therapies for military patients and veterans, as well as support for community-based arts engagement activities to promote health and wellbeing for patients, staff and their families.
- 2. Community.** In 2017, Creative Forces invested in a series of “community connection projects” to explore how health and wellbeing for military connected populations could be supported outside of clinics and in community-based settings. Lessons learned from these projects led to the 2021 announcement by the NEA of the Creative Forces Community Engagement grant program to support emerging and established community-based arts engagement projects.
- 3. Capacity.** Creative Forces invests in capacity-building efforts, including the development of toolkits, training materials, and other resources to support best practices in serving military and veteran populations.

In addition, Creative Forces invests in research on the impacts and benefits –physical, social, and emotional– of these innovative treatment methods. Visit the [Creative Forces’ National Resource Center \(NRC\)](#) to learn more and to read all research and evaluation related to Creative Forces.

For more information on Creative Forces, visit [here](#).

Scope of Work

The purpose of this program solicitation is to select an organization (Cooperator) to manage the **Clinical** component of the Creative Forces program (the Clinical Program) through a cooperative agreement. Activities will advance health and well-being at Creative Forces Clinical Sites.

In brief, the Cooperator will:

- Administer the **Clinical Program activities**, including: Creative Arts Therapies programs and non-clinical arts engagement activities at Clinical Sites; telehealth delivery programs; and expansion to additional clinical sites and/or new target populations during the cooperative agreement's period of performance.
- In consultation with the NEA's Office of Research and Analysis (ORA):
 - **Execute research** efforts to improve understanding of the impacts and benefits—physical, social and emotional—of these innovative treatment methods.
 - **Conduct Evaluation and Performance Measurement** on the Clinical Program activities to understand and articulate the impacts of Creative Arts Therapies and community arts engagement activities for military and veteran patient populations, their families, and staff.

Details for each of these program elements can be found under **Detailed Requirements** below.

All program activities must comply with federal civil rights laws.

NOTE: If activities in this program solicitation are scheduled to take place in-person, they must occur in accordance with applicable health guidelines. However, it is expected that all such activities will be designed to be adaptable to an accessible virtual format, as agreed to in writing by the parties. It is also expected that the Cooperator will plan activities to minimize or avoid cancellation costs that might occur if they are not conducted in-person, since such costs cannot be included in the project budget.

Detailed Requirements

The Cooperator will work with the NEA's Project Director, and through the NEA's Project Director with other agency staff as appropriate, DoD, and VA staff as appropriate, on all aspects of the Clinical Program. The NEA Project Director will be the NEA's Senior Advisor for Innovation & Director of Creative Forces.

The Cooperator will consult with, and will secure the approval of, the NEA's Project Director in carrying out all aspects of the project described below.

COOPERATOR RESPONSIBILITIES:

- Work with the NEA Project Director to refine the details, budget, and schedule of all project components, and provide project updates in a mutually agreed upon format and timeline.
- Collaborate with any cooperator(s) or entity(ies) participating in other components of the broader initiative, as appropriate.
- Meet regularly with the NEA Project Director to monitor progress in completing the project activities.

Clinical Program Activities

- Administer Creative Forces' existing clinical creative arts therapies programs, non-clinical arts engagement in clinical settings, and telehealth delivery programs, as well as coordinate support for clinics in transitioning former patients to community settings. Clinical programs must be administered in compliance with existing and/or new Memoranda of Understanding (MOUs) with the Clinical Sites, as well as other contractual obligations, and support expansion of the Clinical Program. Currently, treatment is delivered by approximately 19 NEA-supported credentialed Creative Arts Therapists (CAT) and 16 DoD and VA supported CATs to more than 4,000 patients per year, through more than 20,000 encounters at 12 sites.

Note: The number of CATs supported by the NEA, DoD, and VA may fluctuate due to personnel turnover, vacancies and addition/reduction of Creative Forces sites. It is anticipated that the NEA will enter into new MOUs to expand into the [Defense Intrepid Network](#), adding up to five additional DoD clinical sites, during the period of performance. The NEA is also planning to conduct a disaster relief pilot, which is anticipated to add two to four additional NEA supported CATs during the period of performance.

- Subject to approval of the NEA Project Director, hire, train, and manage the personnel necessary to support the Clinical Program and related activities, to include delivery of clinical care, research, and program evaluation.
 - Engage employees and consultants as necessary to successfully implement all activities taking place under this Cooperative Agreement, which may include maintaining existing Clinical Program support personnel from the current Cooperator.
 - Ensure the seamless transition of services provided by Clinical Program Support Personnel, from the current to the successor Cooperator.
 - Current support personnel include approximately 19 existing full-time or part-time credentialed CATs, a Senior Military Medical Advisor, Clinical Research Personnel (Clinical Research Director, VA Embedded Researcher, National Intrepid Center of Excellence (NICoE) Embedded Researcher, and NICoE Research Coordinator),

Program Evaluation Staff (Clinical Program Evaluator, Clinical Informaticist, and Program Analyst), and the Healthcare Operations Manager.

- Provide each new creative arts therapies and non-clinical arts engagement program or activity with discipline-specific start-up supplies, and provide all programs with replacement of consumable supplies.
- Share performance measurement reporting with site administrators overseeing clinical activities, to collaboratively manage staffing time for delivery of clinical care, research, arts and non-clinical arts engagement activities.
- Provide support for non-clinical arts engagement activities to advance health and well-being at the Clinical Sites.
- Assist in development of effective strategies to support the transition from clinic-to-community for patients interested in continuing to pursue art-making after completing clinical treatment.
- Support the expansion of the Creative Forces network, to include the exploration of new target populations and new areas such as disaster relief, through program development and implementation support to DoD/VA-funded Creative Arts Therapies.
- Support the development of Creative Forces clinical resources (for example, training materials and playbooks) for distribution on internal platforms for NEA, DoD, and VA funded Creative Arts Therapists.

Research Activities

- In consultation with ORA and the NEA Project Director, execute research efforts to improve understanding of the impacts and benefits—physical, social and emotional—of Creative Forces treatment methods. The Cooperator will:
 - Prepare scholarly papers based on Creative Forces supported clinical research.
 - Disseminate Research and Evaluation Findings to peer-reviewed journals, and at national and international conferences and scientific assemblies. Other dissemination methods may include research and evaluation briefs and data visualizations tailored for specific stakeholders. All publications will be “open access” and available for download through the Creative Forces National Resource Center (NRC).
 - Monitor research activities, including budget execution, recruitment, and study progress, for all Creative Forces studies funded under this Cooperative Agreement and other studies involving NEA funded Creative Arts Therapists.
 - Expand and maintain collaborations with academic or DoD/VA clinical researchers for Creative Forces.
- Develop and conduct feasibility, experimental, or quasi-experimental studies. All plans and activities for these studies must be reviewed and vetted by ORA, and Institutional

Review Boards (IRBs) of the DoD, VA and/or partnering research institution, as appropriate.

- Establish and maintain any contractual agreements (such as Business Associate Agreements, Cooperative Research and Development Agreements, and Data Use Agreements), MOUs, and other documentation necessary for executing the Creative Forces research strategy.

Program Evaluation and Performance Measurement Activities:

- Develop and implement or, if appropriate, update existing Creative Forces Clinical Program Evaluation Plan, to include training of all clinical staff and the implementation of program evaluation projects.
- Design and implement performance measurement on clinical activities, to include key performance indicators.
- Conduct activities to monitor the performance of clinical team members.
- Draft and submit program evaluation reports for publication on the Creative Forces National Resource Center (NRC) in coordination with ORA, and an annual report be provided to the Project Director and ORA that includes findings from monitoring, evaluation, and learning activities.
- Provide ongoing support for professional development of all clinical team members across multiple domains, including research, community engagement, and leadership, through mentorship and educational offerings.

Program Management

- The Cooperator will coordinate staffing needs by advertising positions, scheduling interviews, and supporting candidate selection.
- The Cooperator will ensure compliance with Creative Forces-associated Memoranda of Understanding (MOUs).
 - Requirements outlined in the Creative Forces-associated MOUs with Clinical Sites and telehealth activities will be reflected in the Position Descriptions for program personnel, and verification ensuring that all Clinical Program personnel have the credentials to work onsite will be executed by the Cooperator's Human Resources Office.
 - The Cooperator will work with the Clinical Sites to provide documentation as needed to support the onboarding of the Cooperator's employees and contractors, including security clearance(s), installation access, and authorized access to electronic medical records.

- The Cooperator will enter into agreements with Clinical Sites that impose requirements upon the Cooperator's employees and contractors, such as Business Associate Agreements, Cooperative Research and Development Agreements, or other data sharing agreements, as necessary to ensure oversight and Health Insurance Portability and Accountability Act (HIPAA) compliance for all employees and contractors engaged by the Cooperator.
- Provide travel assistance through arranging and reimbursing travel related expenses for outreach, site visits, speaking engagements, conference attendance, and professional development activities for program personnel, such as:
 - Participating in speaking engagements at national and international conferences and other outreach activities that raise awareness of Creative Forces; and
 - Completing site visits to provide technical support for existing clinical and research sites, as well as discovery visits to potential future locations.
- Provide support for meetings and events, as defined by the NEA Project Director, through arranging and reimbursing travel related expenses to support Creative Forces. This includes convenings of research collaborators, Research Working Groups, Strategic Planning Meetings, convenings of subject matter experts to advance research and practices being pursued by Creative Forces, other Work Groups approved by NEA Project Director, and meetings for clinical team members and partners supporting the clinical component of the Creative Forces network.

Communications

- Support the development of Creative Forces' clinical, clinically informed, and research-based content for the NRC and/or NEA Office of Public Affairs (OPA) communications platforms, as well as other Creative Forces-related activities and programs.
- Ensure proper usage of Creative Forces/NEA logos and credit language aligned with the most recent Creative Forces Branding Guide as approved by OPA.
- All content and materials provided by the Cooperator for dissemination through the NEA website and communications platforms, including social media accounts, the NRC, or by other means, must be provided by the Cooperator in an accessible format compliant with Section 508 of the Rehabilitation Act, and other applicable federal laws and regulations.
- All public communications, materials, presentations, and press releases, as well as speaking engagements, contacts with the press, and publications, must be approved in advance by the NEA Project Director.

Intellectual Property and HIPAA Permissions

- Secure all necessary rights, permissions, licenses, and releases as appropriate for the content generated, developed, and obtained by the Cooperator under the Cooperative Agreement (the “Rights”). The Rights may include, but are not limited to:
 - 1) Permissions for visual images, video, and other online project components.
 - 2) Permissions and/or licenses, where necessary, for the use of third-party trademarks, service marks, logos or branding, including but not limited to project partners, sub-awardees and/or subcontractors.
- Secure approval from IRBs, and/or data licensing for the acquisition of existing data, as may be required.
- The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility for, and will defend, indemnify and hold harmless the NEA from any liability arising from deficient Rights and/or the Cooperator’s warrants or statements about the Rights. Copies of the permissions/releases must be provided to the NEA in accordance with the requirements provided by the NEA.
- Ensure compliance with the (HIPAA) with regard to patient-specific data by:
 - Confirming that any telehealth or other related service agreements entered into by the Cooperator under this Cooperative Agreement, and any associated amendments, shall ensure that all Personally Identifiable Information (PII) or Personal Health Information (PHI) is in compliance with the Privacy Act of 1974 and HIPAA; and
 - Confirming that any PII or PHI shall be kept confidential in accordance with Federal law.
- Enter into agreements with Clinical Sites that require Business Associate Agreements, Cooperative Research and Development Agreements, or other data sharing agreements as necessary, to ensure oversight and HIPAA compliance for all employees and contractors engaged by the Cooperator.

Other

- Secure NEA’s prior approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the Creative Forces program. Coordinate with any such sources as appropriate.
- Secure NEA approval of any consultants, contractors, or partner organizations that will be working on this project, before they are engaged.
- Follow the Cooperator’s board approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this project. In addition, the

Cooperator should be aware of and comply with all requirements of the Uniform Guidance procurement standards described in 2 CFR 200. 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 and not be disclosed to anyone other than the Cooperator and the NEA, unless agreed to in advance in writing by the parties to this Cooperative Agreement, and not for the promotion or endorsement of Cooperator's unrelated activities.

- No later than 120 days after the completion or termination of the Cooperative Agreement, submit through the Cooperator's NEA REACH online account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425, and a Geographic Location of Project Activity Report (GEO).

NEA PROJECT DIRECTOR RESPONSIBILITIES:

The NEA Project Director, with assistance by other NEA staff, will work with the Cooperator to design and implement all aspects of the program. Tasks include:

- Provide overall direction and work with the Cooperator to define requirements and refine the project plans, budget, and schedule of all program components.
 - Work with the Cooperator regarding staffing decisions for the project and all other significant direct project costs.
 - Approve plans for recruiting, hiring, and training Clinical Program Support Personnel; all agreements related to CAT providers; any full-time staff, other contractors, and partners involved in the program; and any associated research and data collection activities.
 - Serve as a liaison between the Cooperator, military and veteran clinical sites, other key partners of the initiative, NEA staff, and any cooperator(s) associated with other aspects of the broader initiative.
 - Provide the Cooperator with all necessary background materials on the program's clinical component, including Memoranda of Understanding, and community partners participating in the program.
- Review and approve public communications, print and digital publications, and materials related to Creative Forces programs, including informational resources and tools and all content developed for the NRC.
 - Facilitate discussions between the Cooperator and OPA to ensure these materials are in a format and style suitable for public dissemination on the NEA's communications platforms where appropriate.
 - Provide crediting requirements to the Cooperator.
- Support efforts to engage subject matter experts to advance the program. Assist in planning and implementation of clinically-related convenings hosted or supported by the initiative.

- Support collaboration and networking with local community-based arts organizations, to improve the capacity and impact of community engagement activities.
- Serve as a liaison between the Cooperator and ORA, which will provide approvals for the Creative Forces research and evaluation-related activities to ensure research-associated convenings, publications, and subsequent research projects are aligned with the initiative's aims, goals, and requirements.

Award Information

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than March 1, 2025. The NEA will work with the Cooperator to identify dates related to specific project activities/milestones before the Cooperative Agreement is finalized.

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$5,000,000, contingent upon the availability of funds. This Cooperative Agreement does not require a cost-share/match.

Period of Performance

This Cooperative Agreement will begin on or after March 1, 2025, and may extend for up to 24 months.

The NEA 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 National Endowment for the Arts' [Legal Requirements](#) at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all NEA award(s) previously received.
- Have previous experience supporting the treatment and research associated with military and veteran medicine (such as, but not limited to, experience with military and/or veteran research and medicine collaborations supported by associated legal/research and data sharing agreements).

An organization may submit only one proposal under this program solicitation.

You may apply to other NEA funding opportunities in addition to this program solicitation. In each case, the request must be for a **distinctly different project**. No project costs or staff time may overlap with activities executed as part of other federal awards, including other NEA cooperative agreements.

An organization may not receive more than one NEA award for the same costs/activities during the same or an overlapping period of performance. The organization must establish and maintain effective internal controls over the award and provide reasonable assurance that it is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award.

Application Review

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

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

- Degree to which the proposal demonstrates an understanding of the subject matter expertise necessary to undertake the project.
- Quality of the services that the project will involve.
- Quality of similar or related programs managed by the applicant organization.

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

- Applicant's experience managing similar or related programs.
- Ability to identify best practices in the field of military and veteran medicine and apply them to the creative arts therapies focus of this project.
- Ability to carry out the project based upon factors such as the budget, the qualifications of the project personnel, administrative capacity, and a realistic timeline.
- Applicant's experience supporting the treatment and research associated with military and veteran medicine (such as, but not limited to, experience with military and/or veteran research and medicine collaborations supported by associated legal/research and data sharing agreements).

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the NEA Chair. The Chair makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in November 2024.

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

Application Information

Organizations are required to submit their applications 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 July 16, 2024.** We strongly recommend that you submit at least 10 days in advance, to give yourself ample time to resolve any problems that you might encounter.

Register or Renew/Verify Registration with [Login.gov](#), [Grants.gov](#), and [SAM.gov](#):

- A Login.gov registration is required to access both Grants.gov and SAM.gov.
- All registrations must be completed before you can apply. See [Applicant Registration](#) for details. It is your organization's responsibility to create and maintain regularly updated registrations with Login.gov, Grants.gov and the System for Award Management (SAM).
- Login.gov, Grants.gov and SAM.gov registration and maintenance is always free. If you have already registered, renew/verify your registrations and make sure that all of your information is current before you apply.
- **It is a federal requirement that awardees maintain current registrations with SAM throughout the application and award processes. Therefore, all NEA awards are contingent on active SAM registration, the NEA will not be able to issue an award if you have an expired SAM.gov registration on September 1, 2025.**
- **Login.gov Help:** Consult the information posted in their [Help Center](#), or use their online form to [submit a question](#).
- **Grants.gov Contact Center:** Call 800-518-4726, email support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#) or [Help](#). 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](#).

If you have a question about access for individuals with disabilities:



Call or email the Office of Accessibility at 202-682-5532 / accessibility@arts.gov to request an accommodation or an alternate format of the guidelines.

How to Apply

Go to the Grant Opportunity Package in Grants.gov:

[CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE](#)

Funding Opportunity Number: NEAPS2404

1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.

2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button.
3. You will be prompted to enter your Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a [participant role](#) of either **Workspace Manager** or **Authorized Organization Representative (AOR)**.
4. After logging in, to create a Workspace application:
 - a. Fill in the Application Filing Name field with your Organization’s name, then
 - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you will see the following forms:
 - a. Application for Federal Domestic Assistance/Short Organizational Form
 - b. The Attachments form

1. Fill out 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.

EMAILS: 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.

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: The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter. (Do not use your organization's popular name, if different.)

b. Address: Use *Street 1* for your organization’s physical street address. This address must be identical to the physical address that you used with SAM (System for Award Management). Only use *Street 2* for your organization’s mailing address if it differs from the SAM physical street address.

In the *Zip/Postal Code* box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at <https://tools.usps.com/zip-code-lookup.htm>.

c. Web Address: Provide your organization's website. Information provided here will be used for administrative purposes only, and will not be provided to panelists for review. Links provided in your attachments as support materials will be used in panel review.

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 or a 12-character EIN/TIN number.

f. Organizational UEI: All organizational applicants for federal funds must have a UEI. Enter your organization's UEI here. You can find your UEI in your System for Award Management (SAM) record. If you cannot locate your UEI, [contact SAM for assistance](#). **The UEI that you enter here must match with the UEI that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, 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. The congressional district that you enter here must match with the Congressional District that shown in the Business Information section of your organization's SAM (System for Award Management) record.

Use the following format: 2-character State Abbreviation-3-character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single at-large representative or your jurisdiction has a single Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter: *Creative Forces Clinical Component*.

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 March 1, 2025. The start date should be the first day of a month, and the end date should be the last day of a month. This is the period of performance for your proposed project, which should not exceed 24 months. Project activities must occur, and costs included in your Project Budget must be incurred, within the period of performance.

7. Project Director:

Provide contact information, including an email address that will be valid through the announcement date for your category. Optional: Select a Prefix (e.g., Ms., Mr.)

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on matters involving this application and the administration of any grant that may be awarded. For the Telephone number field, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.)

This individual may be the same as the Project Director. If this is the case, 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.

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.)

The AOR must have the legal authority to obligate your organization (e. g., be a senior member of the staff such as an Executive Director, Director of Development). Contractors or consultants, including grant writers, or administrative support staff cannot serve as an AOR.

NOTE: 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 of the guidelines.

The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

2. Attach documents to the *Attachments* form:

The "Attachments Form" is where you will attach documents that you have completed and saved as PDF files elsewhere on your computer. Items with an asterisk (*) are required.

Important tips:

1. Be sure you are using Adobe when filling out our PDF forms. If you don't have Adobe installed, you can [download it here for free](#).

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 and not Preview.

2. No attachment should be more than 2 MB.
3. If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

Types of Attachments:

1. Documents

Attachment 1 (Narrative), Attachment 2 (Bios), and Attachment 4 (Support Materials) **must be submitted as PDF files. Do not submit DOC or DOCX files.**

- PDF documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching.
 - **Do not create PDFs of your electronic documents by scanning.** PDFs created by scanning are much larger, and of lower quality, than PDFs created from a word processing document.
 - Do not enable any document security settings or password-protect any PDF file you submit to us.
- Label all pages clearly at the top with your organization's legal name and the name of the item (e.g., Narrative, Bios, etc.).
- Within each attachment, number pages sequentially; place numbers on the bottom righthand corner of each page.
- Leave a margin of at least one inch at the top, bottom, and sides of all pages.
- **Pages should be singled-spaced, using a 12-point font size.**
- Do not type in all capital letters.

- Do not include links to websites that require material to be downloaded (e.g., Dropbox) in any part of your application.

2. Forms

Attachment 3 (Project Budget) is an NEA fillable form you will find linked below. This form can be downloaded, filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

The Attachments

ATTACHMENT 1: NARRATIVE*

To this button attach a **narrative** (no more than 5 pages in length) that addresses the points below. The file name should include 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. Throughout the narrative, you may provide links to relevant information, as applicable.

- a) Your organization's **mission and principal activities**.
- b) Your organization's **experience** in managing similar or related programs for military and/or veteran communities.

NOTE: Priority will be given to applicants with previous experience supporting the treatment and research associated with military and veteran medicine (such as, but not limited to, experience with military and/or veteran research and medicine collaborations supported by associated legal/research and data sharing agreements). As appropriate, describe your organization's experience in these areas.

- 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. Describe your proposed staffing solutions for the project, including any full-time staff, contractors, partners, or special resources that might be needed. Also discuss how you will address issues such as any legal/medical authorities or data sharing practices that are relevant to this project.
- d) **Schedule** of key project planning and implementation dates.
- e) Provide figures for your **organization's total income and operating expenses** for the most recently completed fiscal year.

ATTACHMENT 2: BIOS*

To this button, attach **brief bios** (at least three 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: BUDGET*

To this button, attach the completed [Project Budget Form](#). The file name should include the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$5,000,000.

ATTACHMENT 4: SUPPORT MATERIALS

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

Attach one PDF with web links to these relevant materials. 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 site that requires material to be downloaded (e.g., Dropbox). The file name should include the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

3. Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, log on to Grants.gov and navigate to the **Forms** tab on the **Manage Workspace** page:
 - When the **Form Status** column says "Passed," your application will be ready for submission.
 - **Important note:** The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the [Forms Tab](#) help article.
 - Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
 - The AOR must click [Sign and Submit](#) to submit the application. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**
 - After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.**
3. **Verify that the application was validated by the Grants.gov system.** Take a screenshot of the validation confirmation for your records.

You can track the progress of your application submission through Grants.gov in one of three ways:

- Check the [progress bar](#) in Workspace. When your application has been successfully received, the bar will be green, and a check mark will appear in each bubble.
- When logged in to Grants.gov, click the Check Application Status link under the Applicants drop-down menu and search for the submitted application.
- When not logged in to Grants.gov, go to [Track My Application](#) and enter your Grants.gov Tracking Numbers. Then click the Track button to see the status listings of the valid tracking numbers entered. This function will only work if you have a tracking number.

More information about [checking Grants.gov application status](#) and a complete list of statuses.

Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.

Award Administration

Final Reporting

Before a grant is awarded, organizations must have submitted acceptable Final Report packages by the due date(s) for all NEA grant(s) previously received.

Travel Policy

[If relevant to the project] Travel costs (including lodging, meals, and incidental expenses) for program participants, as well as officials or employees of the Cooperator, must be reasonable and allowable in accordance with 2 CFR 200.475 and 41 CFR 301-10, and 2 CFR 200.1 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (Upon request, the selected organization must submit a copy of this policy, if it exists, to the Office of Grants Management 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, federal contractors, or National Council on the Arts Members' travel.

*The requirements of [2 CFR 200.475](#) and [41 CFR 301-10](#); and [2 CFR 200.1](#) (Participant Support Costs) will apply to this agreement. **Please read these requirements carefully before applying, as travel is a substantial component of this proposal.***

Crediting Requirement

The Cooperator must clearly acknowledge support from the NEA and follow the Creative Forces Branding Guide Requirements in all material related to this project. The NEA will provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The NEA may enter into up to four (4) subsequent Cooperative Agreements 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.**

General Terms and Conditions

NEA Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#). Subgranting is not permitted as part of this Cooperative Agreement.

Project Reporting and Evaluation

Before applying, please review the [reporting requirements](#).

Agency Contacts

If you have questions about *programmatic requirements*, contact:

Bill O'Brien

Senior Advisor for Innovation and Director of Creative Forces

202-682-5550

obrienb@arts.gov

If you have questions about *award administration*, contact:

Office of Grants Management

grants@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 NEA. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@arts.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.

Paperwork Reduction Act Statement

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. We welcome any suggestions that you might have on improving our 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 this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.

CFDA No. 45.024

OMB No. 3135-0112

Expires 10/31/2025