Program Solicitation

Creative Forces®: NEA Military Healing Arts Network (Community Arts Engagement Subgranting)

Application Deadline: April 15, 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 5, 2020, to give yourself ample time to resolve any problems that you might encounter.

Background

Creative Forces is an initiative of the National Endowment for the Arts in partnership with the U.S. Departments of Defense and Veterans Affairs and state and local arts agencies. Creative Forces places creative arts therapies at the core of patient-centered care in military and veteran hospitals across the country, including a telehealth program for patients in rural and remote areas. The initiative seeks to improve the health, wellness, and quality of life for military and veteran populations exposed to trauma, as well as their families and caregivers. Administrative support for the initiative is provided by Americans for the Arts.

Creative Forces has three primary components:

- CLINICAL: Creative Forces supports creative arts therapies in patient-centered care at military and veteran clinical sites, as well as through a telehealth delivery program for patients in rural and remote areas. In clinical settings, credentialed creative arts therapists (CATs) provide art, music, dance/movement therapies, and therapeutic writing interventions for military patients and veterans. In 2019, Arts Endowment-supported CATs delivered more than 17,000 treatment encounters. Creative Forces also invests in research on the impacts and benefits of these innovative treatment methods. To date, 15 studies have been published in various medical journals with more studies pending publication.

- COMMUNITY: Creative Forces has provided increased community-based arts opportunities for military and veteran family populations around clinical site locations. Activities have included Community Connections Projects, community-based arts programs undertaken by organizations around the country and in proximity to the Creative Forces clinics, to support the health and wellness of service members, veterans, their families, and caregivers.

- CAPACITY: Creative Forces invests in capacity-building efforts, including the development of toolkits, training materials, and other resources to support best practices in serving the target populations in both clinical and community settings. These materials are made available through the online Creative Forces National Resource Center (NRC), which provides support for Creative Forces stakeholders including CATs, researchers, military and veteran populations, and community-based arts providers. In addition, Creative Forces is investing in research, evaluation, and data collection that can demonstrate the benefits and impacts of arts engagement for participants in both clinical and community settings.

For more information on Creative Forces, visit here.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to design and administer Phase One of the Creative Forces Community Arts Engagement Subgranting Program (the Subgranting Program). The Subgranting Program falls under the Community component of Creative Forces, as described above. Contingent upon the availability of funds, the Arts Endowment may enter into subsequent Cooperative Agreements with the recipient of this award so that it receives funding to implement Phase Two and related activities.

Following a review of research materials and other documentation to be provided by the Arts Endowment, the Cooperator will design and issue guidelines for the Subgranting Program. Through their proposed projects, subgrantees will be required to address specific outcomes based on a Community Engagement Logic Model that the Arts Endowment will give the Cooperator. The Subgranting Program will include requirements for data collection to support performance measurement. These requirements will be informed by a measurement framework and proposed data collection forms, also to be provided by the Arts Endowment. No clinical activities or human subject research will be supported through this Cooperative Agreement.

In brief, the Cooperator will:

1. In close coordination with the Arts Endowment Project Director, develop and issue funding guidelines for the Subgranting Program that reflect the desired outcomes as referenced in the Creative Forces Community Engagement Logic Model. The guidelines will also be informed by a review of related research materials and comparable programs and projects.
2. In close coordination with the Arts Endowment Project Director, design and implement a competitive review process to select approximately 40-50 subgrantees per Fiscal Year. Design of the review process will occur during the first round of funding and subsequent implementation would occur during subsequent periods of performance, pending approval of renewals and the availability of funds.
3. Manage the award process and administration of these subgrants.

4. In close coordination with the Arts Endowment Project Director and Office of Research & Analysis (ORA), design and oversee the Subgranting Program's data collection requirements, to be informed by a measurement framework and data collection forms.
5. Develop and maintain program information relevant to potential applicants and subgrantees of the Subgranting Program. These materials will be housed on the online NRC.

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 Subgranting 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, and with other agency staff as appropriate, on all aspects of this program. The Arts Endowment Project Director will be the Senior Advisor for Innovation and Director of Creative Forces.

The Cooperator will:

- Work with the Arts Endowment Project Director to refine the details and schedule of all project components, and collaborate with any Cooperator(s) or entity(ies) who are managing other components of the broader initiative, as appropriate.

- Consult with and secure approval from the Arts Endowment Project Director on all aspects of the project described below.

Phase One

- Obtain from the Arts Endowment the Community Engagement Logic Model, a measurement framework, and data collection forms for the Subgranting Program.

- Obtain from the Arts Endowment research materials and documentation about comparable programs and projects focused on arts engagement in non-clinical, community-based settings for military and veteran populations, and on related benefits for health and well-being. These materials will include needs assessments, case studies, and other documentation about the Creative Forces Community Connections demonstration/evaluation projects as well as broader literature reviews and multi-field scans that have been used in external efforts to identify and track similar outcomes for military and veteran populations.

- Based on this review of research materials and program/project documentation, prepare a summary of effective practices, potential challenges, and solutions that can inform development of the Subgranting Program.

- Develop, in consultation with the Arts Endowment Project Director and ORA, application guidelines for a competitive Subgranting Program. The development process should consider: the review of research, programs, and projects (including the Creative Forces Community Connections materials); the summary of effective practices and related challenges and solutions; and the Community Engagement Logic Model, measurement framework, and data collection forms for the Subgranting Program.

  The Subgranting Program application guidelines must:

  - Specify that the program supports proposals from organizations seeking to serve the Creative Forces target population through non-clinical, community-based arts engagement.
  - Reflect applicant eligibility criteria as approved by the Arts Endowment Project Director.
  - Provide specific guidance for applicants on the types of projects that will be of highest interest and priority for the Subgranting Program.
  - Reflect project outcomes found in the Community Engagement Logic Model.
  - Reflect a timeline adequate for subgrantees to plan for, deliver, and evaluate programming.
  - Specify data collection and final reporting requirements for the subgrantees, based partly on the Community Engagement Logic Model, and measurement framework and data collection forms for subgrantees. These requirements will be developed in consultation with the Arts Endowment Project Director and ORA.
  - Specify that data collections that trigger federal requirements for human subject protections (e.g., institutional review board clearance) are not an allowable cost under the subgrants.
  - Specify that application review will be based on artistic excellence and artistic merit.
  - Reference items that applicants will be required to provide in the proposal and project budget.
  - Include compliance requirements or references to where compliance requirements can be found on the NRC website.
  - Include a calendar indicating dates by when applicants will receive notification of award recommendations or rejections.

- Work with NRC staff to ensure that grant applications and related materials (such as final reporting requirements) can be submitted through the NRC's online grant portal.

- Develop information relevant to potential applicants and subgrantees of the Subgranting Program to be distributed through the NRC's website. Consult with NRC staff on any technical compatibility requirements.

Phase Two

- Disseminate application guidelines through the NRC and widely promote the funding opportunity to potential applicants.

- Provide technical assistance to applicants who are preparing proposals.

- Consult with NRC staff to ensure grant applications and related materials can be submitted electronically through the NRC.

- Review applications for eligibility and completeness.

- Implement a process for adjudication of applications by independent experts. Submit a list of proposed panelists to the Arts Endowment Project Director for approval. Panels must be composed of experts in the field, including a layperson, who reflect a wide geographic, ethnic, and minority representation as well as diverse aesthetic and cultural points of view. Panel review must adhere to standards of conduct consistent with those reflected in the Arts Endowment's most recent *Standards of Conduct for Panelists*. Arts Endowment staff may participate in and/or observe the panel review process.

- Provide to the Arts Endowment Project Director for approval a list of those organizations recommended by the panel for support.

- Develop with the Arts Endowment Project Director and Office of Public Affairs (OPA), a communications plan to cover public announcements of the organizations receiving support and the events/activities they will offer. Notify applicants of their recommendation or rejection.

- Manage the award and administration of approximately 40-50 subgrants per Fiscal Year, adhering to the Uniform Guidance under 2 CFR Part 200 and the Arts Endowment's General Terms & Conditions. Each subgrant requires a cost share equal to at least the award amount. Subgrants will be awarded in the range of approximately $10,000 to $30,000 each.

- Report each subgrant that obligates $25,000 or more in Federal funds to the Federal subaward report database, www.fsrs.gov.

- Collect performance data from subgrantees at least annually using OMB-approved data elements, forms, and/or measures provided by the Arts Endowment; provide aggregated data annually to the Arts Endowment.

- Review and approve subgrantee final reports in accordance with Arts Endowment-approved standards.

- Enact procedures to ensure that subgrantees are conducting research and evaluation responsibly, as applicable.

- Develop and keep up-to-date program information relevant to applicants and subgrantees housed on the NRC.

Other Requirements

- Ensure acknowledgement of the Arts Endowment in all materials pertaining to the program, using the language provided by the Arts Endowment Project Director.

- 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 must seek Arts Endowment approval for any consultants or vendors before they are engaged.

- Secure all necessary rights, permissions, licenses, and releases 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 Arts Endowment'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 Arts Endowment 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 Arts Endowment in accordance with the requirements provided by OGC.

- Ensure that any personal data will be kept confidential in accordance with Federal law.

- 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 and any other specific reports identified on the Report Schedule, including a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425.

Responsibilities of the Arts Endowment Project Director

The Arts Endowment Project Director will:

- Work with the Cooperator to refine the project plans and schedule.

- Review and approve any proposed consultants or vendors necessary to carry out the program.

- Provide to the Cooperator related research materials and documentation about programs and projects focused on arts engagement in non-clinical, community-based settings for military and veteran populations, including the Creative Forces Community Engagement Logic Model, needs assessments, and case studies and other documentation about the Creative Forces Community Connections projects.

- Review and approve the Cooperator's summary of related programs and examples of effective practices prepared by the Cooperator.

- Review and approve the Cooperator's design and plans to undertake the Subgranting Program, including application guidelines and forms, eligibility requirements for applicants, project types, data collection, and final reporting requirements for subgrantees.

- Review and approve plans for adjudicating applications. Approve Cooperator-proposed panelists. As appropriate, designate Arts Endowment staff to participate in and/or observe the panel review process.

- Review and approve recommended and rejected subgrantees.

- Review and approve communications strategies for public announcement of funded applicants and activities with the Cooperator and the Arts Endowment's OPA, as appropriate.

- Provide to the Cooperator all OMB-approved data elements, forms, and/or other measures to be used in the Subgranting Program.

- Work with the Cooperator to provide information to the U.S. Departments of Defense and Veterans Affairs and the relevant state and local agencies where subgrantees are located.

- Serve as liaison between the Cooperator and any other Arts Endowment staff (e.g., Office of Public Affairs, Office of General Counsel, and Office of Research and Analysis) who might be involved in this project.

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.

Award Information

Cooperative Agreement Amount

We expect to award one Cooperative Agreement of up to $275,000 to support Phase One of this project, contingent upon the availability of funds. See "Subsequent Cooperative Agreements" below for additional information.

This Cooperative Agreement requires a nonfederal cost share/match of $25,000. Cost share/matching funds cannot include funds from any Arts Endowment or other federal sources.

Subsequent Cooperative Agreements

The National Endowment for the Arts may enter into up to four subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. The first renewal will be made for an amount of up to $1,000,000 to fund Phase Two and related activities. 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.

Period of Performance

Project activities may begin on or after October 1, 2020, and may extend for up to 12 months.

Applicant Eligibility

Eligibility for this Cooperative Agreement is limited to the six Regional Arts Organizations (RAOs).

Applicants must meet the Eligibility Requirements for RAOs as specified in the Arts Endowment's Partnership Agreements guidelines and must 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 the Arts Endowment through the Partnership Agreements guidelines, in addition to this program solicitation. However, 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 15, 2020.** We strongly recommend that you submit by April 5, 2020 to give yourself ample time to resolve any problems that you might encounter.

Submitting an application is a two-step process:

1. 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 15 for further instructions.

2. 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 12.

Application Review

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

The artistic excellence of the project, which includes the:

- Clarity of the applicant's vision and description of a proposed approach to this project.
- Demonstrated understanding of the program's goals and activities, including potential challenges and opportunities associated with the programming and administrative requirements.
- Demonstrated ability of the applicant's programming or grantmaking for organizations that serve the program's target population (e.g., military and veteran populations).
- Demonstrated ability to work with both the arts and health sectors.

The artistic merit of the project, which includes the:

- Applicant's ability to develop application guidelines and to manage the award process and administration of federal subgrants.
- Applicant's ability to oversee a subgrating program that responds to the needs of the target population via arts-based project support that can demonstrate improved health, wellness, or quality of life for the participants.

- Applicant's ability to bring together arts, health, and military and veteran populations for the adjudication of grant applications.
- Applicant's capabilities relevant to working with the NRC as the platform for submission of grant applications, data, and reports.
- Proposed strategy for promoting and providing broad visibility for the program.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the resources involved, and the qualifications of the project's personnel.

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. It is anticipated that applicants will be notified of award or rejection in July 2020.

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

Award Administration

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 our 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 matching funds can be used to support federal staff or National Council on the Arts Members' travel.

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts and follow the Creative Forces Branding Guide Requirements in all material related to this project. The Arts Endowment will 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).

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.

Project Reporting and Evaluation

Before applying, review the reporting requirements.

Arts Endowment Contact Information

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 administrative requirements, contact:

Nicki Jacobs
Director, Office of Grants Management
202-682-5403
jacobsn@arts.gov

If you have questions about your Grants.gov registration or how to apply through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov Contact Center 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.

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.

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: NEAPS2001

- 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 <mark>yellow</mark> 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 Creative Forces Community Arts Engagement Subgranting.

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, 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 12 months. 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:

> 1. 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/

2. 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

<u>**ATTACHMENT 1**</u>: To this button attach your **narrative** (up to 5 pages) 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"). Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially; place numbers on the bottom right hand corner of each page. Excess pages will be removed and will not be reviewed.

The information that you provide will be reviewed in accordance with the Review Criteria for this project. Organize your response a), b), c), etc. and use the boldfaced language below as a heading for each item.

a) Your organization's **experience** with any related programming or grantmaking to organizations that serve the Subgranting Program's target population. Note any major activities that you have participated in that would be an indicator of your ability to carry out this project.

b) **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 and Detailed Requirements section of the Program Solicitation. Describe your organization's ability to develop application guidelines, adjudicate application review, and manage the award and administration of federal subgrants.

c) **Schedule** of key project planning and implementation dates**.**

d) Your strategies for **promoting** and providing broad visibility for the program.

e) Describe any **unique resources** that you will bring to the project, or special efforts your organization will undertake to make this project a success.

ATTACHMENT 2: To this button, attach **brief bios** (a maximum of two to a page) for the key personnel to be involved in this 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].

The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to $275,000.

ATTACHMENT 4: To this button, attach a PDF with one or two recent examples of **programmatic material** that provides evidence of your experience in administering programs that are relevant to this project. The file name should indicate the name of your organization or a recognizable acronym followed by "ProgExamples" (e.g., "ABCOrgProgExamples").

You may provide web links to these materials in the PDF. 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).

Leave all remaining Attachment buttons blank.