

Program Solicitation: Creative Placemaking Technical Assistance Program

Application Deadline: July 29, 2019

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. We strongly encourage you to submit your application by July 19, 2019, to give yourself ample time to resolve any problems that you might encounter.

Background

The National Endowment for the Arts ("Arts Endowment") assists organizations in effectivity incorporating the arts into community development efforts by funding creative placemaking projects across the country. These projects advance local economic, physical, and/or social outcomes by placing the arts at the table with other sectors, such as agriculture and food, economic development, education and youth, environment and energy, health, housing, public safety, transportation, and workforce development.

For the last decade, these activities have primarily been supported through the agency's **Our Town** grant program. In the course of this work, it became clear that many Our Town grantees would benefit from direct, hands-on technical assistance while executing their projects at the local level. In 2016, the Arts Endowment began the *Our Town Technical Assistance Pilot Program* to provide select Our Town grantees with targeted technical assistance.

To build upon the pilot program's success and to further strengthen the field of creative placemaking, the Arts Endowment now plans to develop a more expansive technical assistance program. The *Creative Placemaking Technical Assistance Program* will serve a wider audience of both prospective applicants to and grantees of the Our Town program, as well other communities interested in undertaking creative placemaking activities. Short-term technical assistance institutes will be convened to gather experts with teams of local leaders.

The Arts Endowment's primary goal for this program is to increase the likelihood that participants' projects are both successful and catalytic, resulting in longer term positive outcomes for their communities. In addition, lessons learned, significant field trends, and other program resources will be broadly shared with the public so more communities are ready to take on effective creative placemaking activities.

Scope of Work

The purpose of this Program Solicitation is to select an organization (the “Cooperator”) to implement the *Creative Placemaking Technical Assistance Program* activities as described below. In brief, the Cooperator will:

- Plan, coordinate, and implement a technical assistance program that will assist select community teams in effectively executing their creative placemaking activities.
- Manage logistics for a series of up to four short-term technical assistance institutes augmented by follow-up consultancies, as appropriate to the needs of participants.
- Produce a series of webinars and develop other learning tools for the teams as well as general audiences interested in creative placemaking. Update existing resource materials currently housed on the “Exploring Our Town” website, including case studies and other learning tools.

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 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 through the Arts Endowment Project Director with other agency staff as appropriate, on all aspects of this program. The Project Director will be the Arts Endowment’s Director of Design and Creative Placemaking.

The Cooperator will:

- Work with the Arts Endowment Project Director to refine the details and schedule of all project components, and provide project updates in a mutually agreed upon format.
- Work with the Arts Endowment Project Director to identify recipients of the technical assistance program, including but not limited to prospective applicants to and grantees of the Arts Endowment’s Our Town program, who will be sent information about the program.

- Coordinate a process to select approximately 24 teams consisting of two local leaders each who will attend the institutes and receive technical assistance. The selection process must follow either of the options described below:
 1. Identify and invite local leaders to participate, consulting with and obtaining approval from the Arts Endowment Project Director on the list of team members before issuing any invitations; OR
 2. Conduct a competitive process for the selection of team members that follows the process outlined below.
 - Develop a program announcement for the competition, including selection criteria, and disseminate it widely. The program announcement must be reviewed and approved by the Arts Endowment Project Director at least four weeks in advance of issuance.
 - Conduct a review process for the applicants to the competition. This includes assembling a panel that 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; all panel members must adhere to standards of conduct consistent with those reflected in the Arts Endowment's *Standards of Conduct for Panelists* as revised in 2015. The names of proposed panelists must be provided to the Arts Endowment's Project Director for review and approval approximately four weeks prior to issuing the invitations to panelists.
 - Provide a list of proposed teams to the Arts Endowment for review and approval.
- Coordinate and implement up to four, two-day technical assistance institutes with five to six teams per institute.
 - Manage logistics and implement each institute.
 - Select a site and contract with a venue for each institute.
 - Identify institute topics, schedules, and activities.
 - Identify appropriate speakers, consultants, and facilitators.
 - Arrange and pay for transportation and lodging and provide for reimbursements to teams and other participants as necessary.
 - Prepare background materials on each participating team for speakers, consultants, and facilitators.
 - Assist participating teams in creating and presenting a case study project, to be workshopped at the institute.
 - Arrange for any technology requirements.

- Record the presentations made during each institute and produce a written report for participating teams summarizing each institute’s activities and outcomes, as well as recommendations for next steps.

Secure Arts Endowment approval on all of these program aspects before final arrangements are made.

- Execute agreements with speakers, consultants, and facilitators and coordinate follow-up consultancies with the teams, as appropriate. Coordinate and make payment for any travel arrangements of the speakers, consultants, and facilitators, as appropriate.
- Develop and disseminate reporting tools and timelines that will be used consistently by all consultants and approved by the Arts Endowment Project Director.
- Develop and disseminate project resources, approved by the Arts Endowment Project Director, for participating teams as well as for general audiences. Such resources should include, but are not limited to:
 - A series of webinars and opportunities for peer exchange on relevant creative placemaking topics.
 - A series of toolkits around field needs (e.g., arts and cultural strategies to impact place-based outcomes, etc.). The Cooperator will also assess the effectiveness of these toolkits and revise any content based upon their findings.
 - Updates to resources currently housed on the [Exploring Our Town](#) website, including updates to existing case studies and other learning tools.

Products should specifically focus on the ways to improve the execution of creative placemaking activities. These materials will be shared publicly on the Arts Endowment's website.

- Through discussions with the Arts Endowment's Office of Public Affairs, facilitated by the Arts Endowment Project Director, produce project resources in a professional format and style ready for public dissemination through the agency's online platforms and other outlets.
- Obtain any necessary intellectual property rights, permissions, consents, licenses, and releases as appropriate to the project (the “Rights”). The Arts Endowment Project Director will coordinate discussions, as appropriate, between the Cooperator and the Arts Endowment’s Office of General Counsel 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.

- No later than 90 days after the completion or termination of the Cooperative Agreement, submit, through the Cooperator's Arts Endowment REACH account, 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.
- Work with the Cooperator to identify recipients of information about the technical assistance program. The Arts Endowment will conduct outreach to Our Town grantees and/or applicants.
- Review and approve the roster of teams that will receive technical assistance before they are contacted to participate. Review and approve the program announcement and selection criteria as well as the roster of panelists to be used to select teams to participate in the project, as appropriate.
- Approve the Cooperator's plans for convening institutes, including institute locations/venues, topics, schedules, resource materials, and activities. Participate in these meetings as available and appropriate.
- Work with the Cooperator to identify speakers, consultants, and facilitators whose expertise is best suited to the participating teams. Approve the final roster of all project participants.
- Provide the Cooperator with appropriate background materials on previous Our Town grantees selected to receive technical assistance.
- Work with the Cooperator to develop reporting tools and timelines that will be used consistently by all consultants, as appropriate. Review and approve these materials.
- Approve the Cooperator's plans to develop and disseminate project resources to the teams and general audiences. Provide the Cooperator with relevant information necessary to update resources currently housed on the **Exploring Our Town** website. Review and approve all resources before they are shared publically on the Arts Endowment's website and other media platforms.

- Facilitate discussions between the Cooperator and the Arts Endowment's Office of Public Affairs to ensure that project resource material is in a format and style ready for public dissemination.
- Facilitate discussions or meetings, as appropriate, between the Cooperator and the Arts Endowment's Office of General Counsel regarding securing rights, as appropriate.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than January 1, 2020. The Arts Endowment will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Cooperative Agreement Amount

The Arts Endowment expects to award one Cooperative Agreement of up to \$500,000, contingent upon the availability of funds.

This Cooperative Agreement requires a nonfederal cost share of at least 50% of the Cooperative Agreement amount. Matching funds cannot include funds from any federal source, including the Arts Endowment.

Period of Performance

This Cooperative Agreement will begin no earlier than January 1, 2020, and extend for up to 24 months.

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 Arts Endowment's "**Legal Requirements**" at the time of application.
- 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.

An organization may not receive more than one Arts Endowment award for the same costs during the same or an overlapping period of performance.

You may apply to other Arts Endowment funding opportunities, including Art Works and Our Town, in addition to this program solicitation. In each case, 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 July 29, 2019.** We strongly recommend that you submit by July 19, 2019 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 10 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 13.

Application Review

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

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

- Quality of the services that the project will involve, including the expertise of proposed speakers, consultants, and facilitators who will deliver technical assistance.
- Quality of similar or related programs administered by the applicant organization.
- Degree to which the proposal demonstrates a sound understanding of the concept and practices of creative placemaking as defined by the Arts Endowment¹.
- Quality of the proposed creative placemaking resources or other tools for a public audience.

¹ Creative placemaking is when artists, arts organizations, and community development practitioners integrate arts and culture into community work--placing arts at the table with land-use, transportation, economic development, education, housing, infrastructure, and public safety strategies.

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

- Degree to which the project correlates to the applicant's mission and programs.
- Applicant's experience in administering similar or related programs to communities, including the development and dissemination of resource materials.
- Applicant's ability to manage multi-day events with detailed logistical needs.
- Applicant's ability to identify best practices in the field.
- Ability to carry out the project on time and within budget including the quality and clarity of the project activities, and the qualifications of the project personnel.
- The reasonableness of the budget.

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 November 2019.

NOTE: All recommended Arts Endowment 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.

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 Grants Office 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.

Award Administration

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts in all material related to this project. The Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The Arts Endowment may enter into up to four subsequent awards 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

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

Through this program we intend to achieve the following objective: *Strengthening Communities: Provide opportunities for the arts to be integrated into the fabric of community life*. If an award is received, the Cooperator also will be asked to provide evidence of those results. Before applying, review the [reporting requirements](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Jennifer Hughes
Director of Design and Creative Placemaking, National Endowment for the Arts
202-682-5547
hughesj@arts.gov

If you have questions about administrative requirements, contact:

Nicki Jacobs
Director of the Office of Grants Management, National Endowment for the Arts
202-682-5403
jacobsn@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 Arts Endowment. Call the Grants.gov help desk 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. The Arts Endowment welcomes 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 the collection of information unless it displays a currently valid U.S. Office of Management and 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: NEAPS1902

- 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 **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.

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 Placemaking Technical Assistance.

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 January 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 24 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:

ATTACHMENT 1: To this button attach a **narrative** (no more than 5 pages in length) 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").

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

- a) Your organization's **mission and principal activities**.
- b) Your organizations **experience** in administering similar or related programs (i.e., technical assistance programs related to creative placemaking and the design

field), creating high quality resource materials for public dissemination, and managing logistics for multi-day events.

- 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. Discuss any proposed speakers, consultants, and facilitators or special resources that might be needed.
- d) **Schedule** of key project planning and implementation dates.

ATTACHMENT 2: 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: To this button, attach the completed **Project Budget Form** [[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 \$500,000.

ATTACHMENT 4: To this button, attach any additional supporting information that you think necessary. **Attachment 4 is Optional.**

Optional supporting information may include a sample agenda for a proposed institute, past examples of tools or resources developed to assist the creative placemaking field, and/or a list of potential institute speakers, consultants, and facilitators.

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

Leave all remaining Attachment buttons blank.

How to Submit Your Electronic Application

1. When you have completed all of the Grants.gov forms noted above and attached the additional documents as PDFs, check the size of your electronic application. The total size should not exceed 10 MB. It is strongly recommended that you print out a copy of your application for your files.

2. To begin the submission process, log on to Grants.gov and go to the Forms tab on the Manage Workspace page. Click the “Sign and Submit” button, under the Forms tab. **Be certain that you are satisfied with your application before you submit. No revisions to your application are possible through Grants.gov once it is submitted.**

If you have difficulty submitting, go to [Encountering Error Messages](#) or [Support](#) for several tools and documents to help you.

3. Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. Retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.
4. Ensure that your application was validated and accepted by the Grants.gov system. Go to [Track My Application](#) to track the validation and progress of your application submission through Grants.gov.