

ART WORKS APPLICATION CHECKLIST

BEFORE APPLYING

(By at least January 24 for the February 15 application deadline or June 20 for the July 12 application deadline)

- Register/Renew with the System for Awards Management
- Register/Renew with Grants.gov

Why do I need to register/renew so far in advance of the application deadline? See [here](#).

PART 1: GRANTS.GOV

(By at least February 6 for the February 15 application deadline or July 3 for the July 12 application deadline)

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

Why do I need to submit the SF-424 in advance of the application deadline? See [here](#).

PART 2: NEA APPLICANT PORTAL

Log in to Grants.gov and go to "Check My Application Status" to get your Grants.gov tracking number and agency tracking number to use as your username and password for the NEA applicant portal. The NEA applicant portal will be open February 20-27, 2018 and July 17-24, 2018.

Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on February 27 or July 24, 2018.

- Tab 1: View Application Data
- Tab 2: Organizational Information
- Tab 3: Arts Programmatic History
- Tab 4: Project Information
- Tab 5: Project Budget
- Tab 6: Items to Upload – Required Works Samples and PDF attachments (For Certain Disciplines Only) Excess pages and items not listed in the guidelines will be deleted.

- Required WORK SAMPLES (See your discipline's guidelines)
- Required PDF ATTACHMENTS (See your discipline's guidelines)

- Tab 7: Organization & Project Profile

RESOURCES

- Watch the Art Works webinar
- Watch the Grant Application Form tutorial
- Contact your discipline staff with any questions

FULL GUIDELINES CAN BE FOUND AT: <https://www.arts.gov/grants-organizations/art-works/grant-program-description>