Performing Arts Discovery

Application Receipt Deadline: January 15, 2019

Organizations are required to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted proposal no later than 11:59 p.m., Eastern Time on the deadline date above. We strongly recommend that you **submit by January 5, 2019** to give yourself ample time to resolve any problems that you might encounter.

Grant Program Description

Through grants with other funders, the National Endowment for the Arts (NEA) has a long history of bringing the benefits of international exchange to audiences, artists, and arts organizations nationwide. For many years, however, there have been limited opportunities for foreign arts presenters to come to the U.S. and see artists at events in geographically diverse areas of our country. Programs such as these are important because they create new markets for working artists, expand mutual understanding, and raise the profile of each participating U.S. region and country.

To address this ongoing gap, the NEA's Performing Arts Discovery program supports U.S. Regional Arts Organizations (RAOs) to undertake performing arts platforms in their region that will showcase the work of U.S. performing artists for presenters[1] based outside of this country.

Projects must include two components:

1) One or more performing arts platforms -- whether new or existing, such as festivals or performances -- that showcase U.S. performing artists of high artistic excellence. Platforms may include several artistic disciplines, emphasize one discipline, or be genre-specific.

    Each grantee will select and invite U.S. artists to showcase performing arts opportunities in its respective region; implement and monitor multi-day performing arts showcases or identify specific performances of a scheduled festival, or other event, for attendance by foreign arts presenters; pay allowable costs for U.S. presenters and performing artists to participate in the showcases and program activities, if applicable; identify related programming, such as rehearsals or studio visits; and promote the program to assure broad visibility in the U.S. and abroad.

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[1] In this document, the term "presenter" is used to designate the function that in other countries may be referred to as arts producer, promoter, or programmer.

2) Presenters based outside of the U.S. will attend performances and related programming events in order to further expand mutual understanding and information-sharing.

Each grantee will select and invite presenters based outside of the U.S. to participate; coordinate and pay for the international and U.S. domestic travel of foreign presenters in accordance with federal laws and regulations (such as all air or other appropriate travel, ground transportation to and from airports/train stations, hotels, and all planned events, and per diem); and assist foreign presenters with travel visas.

Under these guidelines, funding is **not** available for:

- Expenditures that are related to compensation to foreign nationals and artists traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Department of the Treasury Office of Foreign Assets Control. For further information, see http://www.treas.gov/offices/enforcement/ofac/ or contact the NEA's Grants Management Office at grants@arts.gov.
- Visa costs that are paid to the U.S. government.

Additional information on unallowable costs is included in the instructions for the General Terms & Conditions for Partnership Agreements and in the Project Budget Form.

Award Information

Grant Amounts and Cost Share

The NEA expects to award grants of up to $100,000 each, contingent upon the availability of funds.

The award recipient must provide a nonfederal cost share of at least dollar for dollar. Cost share funds cannot include funds from any NEA or other federal source.

Period of Performance

The NEA's support may begin no earlier than June 1, 2019 and may extend for up to 30 months.

The award recipient may not receive more than one NEA award for the same project during the same or an overlapping period of performance.

Applicant Eligibility

Eligibility is limited to the six RAOs.

Applicants must meet the Eligibility Requirements for RAOs as specified in the NEA's Partnership guidelines and must have submitted acceptable Final Report packages by the due date(s) for all NEA award(s) previously received.

An RAO may choose to subgrant or subcontract with an eligible nonprofit organization that will carry out the goals and requirements of this program. Funding may not be awarded to organizations already receiving direct or indirect NEA or RAO support for the same project and costs.

Only one application may be submitted under these guidelines for the Performing Arts Discovery program. While you may also apply to the NEA through the Partnership Agreements guidelines, the request must be for a **distinctly different project.**

How to Prepare and Submit an Application

You are required to submit your application 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 January 15, 2019.** We strongly recommend that you submit your application by January 5, 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 **"Registering as an Organization Applicant"** 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 5 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 9.

Application Review

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

Artistic excellence, which includes the:

- Quality and creativity of the proposed approach to this program.
- Quality of the artists, arts organizations, or works of art that the project will involve, as appropriate.

Artistic merit, which includes the:

- Potential of the project to create effective linkages with participating presenters from abroad.
- Applicant's experience with and commitment to hosting and/or participating in international arts exchanges.
- Proposed strategy for promoting and providing broad visibility for the program.
- Ability to carry out the program based on such factors as the appropriateness of the budget, the resources involved, and the qualifications of the project's personnel and any proposed partners.

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 NEA's Chairman. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. It is anticipated that applicants will be notified of award or rejection in April 2019.

NOTE: 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.

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.

- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or cost share funds can be used to support National Council on the Arts member or federal staff travel.

Crediting Requirement

The grantee must clearly acknowledge support from the NEA in all material related to this project. The NEA may provide the grantee with specific requirements for this acknowledgment.

General Terms and Conditions

NEA grants awarded through this opportunity are subject to the General Terms & Conditions for Partnership Agreements.

Project Reporting and Evaluation

Before applying, please review the reporting requirements.

Agency Contacts

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

Michael Orlove, NEA Director of Presenting & Multidisciplinary Works, Artist Communities, and International Activities
202-682-5469 or orlovem@arts.gov

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

Nicki Jacobs, NEA Director of Grants Management
202-682-5403 or 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 NEA. 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. We welcome any suggestions that you might have on improving application guidelines 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

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

Before downloading the Grants.gov application forms, save these instructions to a location where you can access them easily. You will need to refer to them often as you fill out the Grants.gov forms as well as complete the attachments described below. There are web links within these instructions that you will also need to use to complete your application.

Register or Renew/Verify Registration with the System for Award Management and Grants.gov

It is your organization's responsibility to create and maintain a regularly updated registration with the System for Award Management (SAM) and Grants.gov. These are two separate systems. Grants.gov and SAM.gov registration and maintenance is always free.

Your organization's information must be renewed annually in SAM.gov. **Finalize a new or renew an existing SAM registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with SAM. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered with Grants.gov, go to Grants.gov's Organization Registration. If your organization already has registered with Grants.gov, renew your registration with SAM and verify that your registration with Grants.gov is current.

Help with registration:

- **SAM Federal Service Desk**: Call 1-866-606-8220 or see the information posted on the SAM website at SAM User Help.
- **Grants.gov Contact Center**: Call 1-800-518-4726, 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.

You must complete the Grants.gov registration process to download the application package (see below). You will need the Grants.gov Username and Password that you obtain during the registration process to submit your application, and you won't be able to submit unless your SAM registration is current (also known as active).

Download the Application Package

We strongly recommend that you submit your completed application through Grants.gov at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

1. Access the Grant Opportunity Package on Grants.gov by clicking on the "DOWNLOAD" link below:

DOWNLOAD Funding Opportunity Number: NEAPS1807
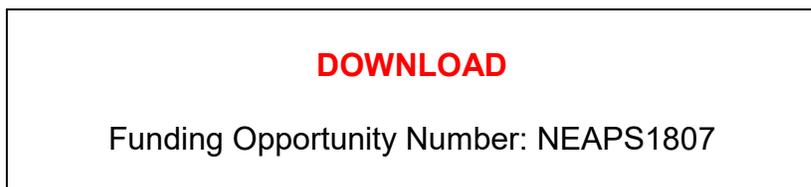
2. When you go to Grants.gov through the link above, the Grants.gov "View Grant Opportunity" screen will open. Choose "Apply" in the "Action" area. On the next screen, chose "Apply" again. You will be prompted to enter your Grants.gov Username and Password.

    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 here. If you want to learn more about using Grants.gov's Workspace, see here.

3. After creating a Workspace, you will see two forms:

    •   Application for Federal Domestic Assistance/Short Organizational Form: This form asks for basic information about your organization and project.

    •   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 Performing Arts Discovery.

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 June 1, 2019. 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 30 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 a **narrative (5-page maximum)** 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 initiative. Please 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 hosting and/or participating in international arts exchanges.

b) **Proposed project activities**. Be as specific as possible. Explain how you will plan, coordinate, and support one or more performing arts platforms to showcase U.S. performing artists to invited foreign presenters. Discuss the artistic disciplines, genres, and/or artists you intend to feature. Describe the geographic criteria, proposed locations/venues, and special resources that might be needed. Discuss any proposed partners or details of related programming associated with the proposed project.

c) Your **rationale** for selection of countries for presenter invitations that will be supported by this grant. You may be asked to submit a list of proposed presenters to the NEA before you engage them.

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

e) Your strategies for **promoting** and providing broad visibility for the program in the U.S. and abroad.

f) The various **audiences**, in addition to presenters, that you intend to engage and how you plan to reach them.

g) Your plans for attracting **additional resources**, financial and other, to this project.

ATTACHMENT 2: To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. Submit no more than three pages total. 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 $100,000.

ATTACHMENT 4: To this button, attach a single PDF (2-page maximum) with one or two recent examples of **programmatic material** that provides evidence of your experience in hosting and/or participating in international arts exchanges that are relevant to this project. You may embed web links to relevant 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).

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

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 Adobe Reader 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.