Program Solicitation

Performing Arts Global Exchange

Proposal 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 proposal no later than 11:59 p.m., Eastern Time, on the deadline date above. 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.

Background

The National Endowment for the Arts (NEA) aims to increase access to quality international arts programming throughout the U.S and to promote a greater understanding of other cultures through the arts.

Through the Performing Arts Global Exchange (PAGE) program, a Cooperator will award subgrants to nonprofit presenting organizations that book artists from an NEA-approved roster of international performing artists or ensembles for performances in the U.S. An emphasis will be placed on funding engagements in underserved communities that have limited access to this type of artistic work. All funded engagements will be required to include public performances and activities that provide audiences with direct interaction with the visiting artists.

Award support for initiatives and programs such as PAGE are competed by the NEA on a regular basis. Through this Program Solicitation, the NEA is seeking to enter into a Cooperative Agreement with a U.S. Regional Arts Organization (RAO) to administer the 2020-21 cycle of PAGE. Together with the Cooperator, the NEA will identify eligible countries of a chosen region of the world (e.g., North Africa, Southeast Asia, Nordic countries) to highlight biennially.

Scope of Work

The purpose of this Program Solicitation is to select a RAO (referred to as the "Cooperator") to administer the 2020-2021 cycle of the PAGE program. In brief, the Cooperator will:

- Work with the NEA Project Director to identify eligible countries of a chosen region of the world to highlight biennially.
- With input from knowledgeable experts, compile a roster of international performing artists or ensembles who reside primarily in an eligible country of a chosen region.

- Negotiate eligible program expenses with each roster artist's representative.
- Prepare and broadly distribute PAGE application guidelines.
- Receive and review applications from organizations interested in booking one of the artists.
- Manage the award and administration of approximately 50 PAGE subgrants to support program costs such as artist fees, travel, and per diem.
- Develop and maintain an online platform on the Cooperator's website featuring program information relevant to potential applicants and subgrantees.

Detailed Requirements

The Cooperator will work with the NEA Project Director, and with other agency staff as appropriate, on all aspects of this program. The NEA Project Director will be the NEA's Director of Presenting & Multidisciplinary Works, Artist Communities, and International Activities. The Cooperator will consult with the NEA Project Director in carrying out the responsibilities below.

The Cooperator will:

- Work with the NEA Project Director to refine the details and schedule of all components of the program.

- Work with the NEA Project Director to identify eligible countries in a chosen region of the world to highlight biennially (e.g., North Africa, Southeast Asia, Nordic countries).

- Work with the NEA Project Director to develop selection criteria for approximately 10 solo artists or ensembles to be included on the roster of performing artists.

  – Criteria must take into account artistic excellence and merit, which includes an artist's ability to pursue engagements in underserved communities.[1]

  – To be included on the roster, artists must work in the performing arts; reside primarily in an eligible country of the chosen region; have professional booking representation; and possess good communication skills in English.

- Engage the services of NEA-approved experts knowledgeable about international artists and ensembles to compile the artist roster based upon the established review criteria and suggestions from presenting organizations that may be interesting in applying for funding; submit the roster to the NEA Project Director for final approval.

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[1] For the purpose of this program, an underserved community is defined as a population whose opportunities to experience the arts are limited by geography, ethnicity, age, economics, or disability.

- Enter into an agreement with each roster artist's representative for eligible, negotiated program expenses (e.g., artist fees, travel, per diem, visa preparation fees).

- Prepare and broadly disseminate PAGE application guidelines and the artist roster, including providing program information on the Cooperator's website.

- Provide technical assistance to applicants who are preparing a proposal. Applicants must submit their proposals electronically to the Cooperator.

- Receive and review, with the NEA Project Director, grant applications from eligible organizations. The NEA Project Director must approve the final list of organizations recommended for support.

- Develop with the NEA Project Director and NEA's Office of Public Affairs (OPA), a communications plan to cover public announcements of the artists and arts groups receiving support and the events in which they are participating.

- Develop and maintain an online platform on the Cooperator's website consisting of basic program information, funding guidelines, and other information relevant to potential applicants and subgrantees.

- Manage the award and administration of approximately 50 subgrants, adhering to the Uniform Guidance under 2 CFR Part 200 and the NEA's General Terms & Conditions. Each subgrant requires a cost share equal to at least the award amount. No subgrants will be awarded for less than $1,000 each.

- Ensure acknowledgement of the NEA in all materials pertaining to the program, using the language provided by the NEA 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 NEA approval for any consultants or vendors before they are engaged.

- 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 NEA Project Director

The NEA Project Director will:

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

- Work with the Cooperator to identify eligible countries in a chosen region of the world biennially to highlight.

- Work with the Cooperator to develop selection criteria for the artist roster and approve the final listing of artists.

- Review and approve the guidelines for applications.

- Review, with the Cooperator, all grant applications and approve the final list of organizations recommended for support.

- Help determine a communications strategies for public announcement of funded participants and events with the Cooperator and the NEA's OPA, as appropriate.

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

- Work with the Cooperator to provide information about the program to the U.S. Department of State (and any other applicable Federal agencies) and foreign embassies in the U.S.

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

Estimated Schedule

The schedule below is a preliminary, tentative schedule only. The NEA will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Summer 2019	Cooperator refines project plans and schedule with the NEA; NEA and Cooperator select eligible countries and region of the world to highlight; Cooperator selects experts to identify roster artists for NEA consideration.
Fall 2019	Cooperator prepares and submits artist roster to the NEA for approval and develops application guidelines.
Winter 2020 to Spring 2020	Cooperator establishes contact with artists' agents and negotiates eligible costs; Cooperator disseminates application guidelines.
Spring 2020	Application deadline; Cooperator and NEA review applications.
Summer 2020	Cooperator notifies awardees and issues subgrants.

Summer 2020 to Summer 2021	Subgrantees participate in program activities.
90 Days Following End of Period of Performance	Submit Final Report.

Award Information

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to $300,000, contingent upon the availability of funds.

The Cooperator must meet a cost share of at least dollar for dollar. Cost share funds cannot include funds from any NEA or other federal sources.

Any project costs beyond the amount above must be covered from nonfederal sources other than the NEA.

Period of Performance

Project activities may begin on or after June 1, 2019, and may extend for up to 24 months.

An organization may not receive more than one NEA award for the same costs during the same or an overlapping period of performance. In addition, subgrant awardees may not receive federal funds for the same project costs during the same or an overlapping period of performance.

Applicant Eligibility

Eligibility for this Cooperative Agreement is limited to the six RAOs.

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

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

You may apply to the NEA through the Partnership Agreements guidelines, in addition to PAGE. However, the request must be for a **distinctly different project.**

How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on January 15, 2019.** We strongly recommend that you

submit 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 8 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:

- Quality and creativity of the proposed approach to this project.

The artistic merit of the project, which includes the:

- Potential of the project to have a significant impact on the participating audiences, artists, and arts organizations—including those in underserved communities.
- Applicant's experience with administering and participating in international arts exchanges.
- Proposed strategy for promoting and providing broad visibility for the program.
- Ability to manage the award and administration of federal subgrants.
- 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.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the NEA Chairman. The Chairman makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator 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 awards, 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 the NEA's Grants Management 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 cost share funds can be used to support National Council on the Arts member or federal staff travel.

Crediting Requirement

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

Subsequent Cooperative Agreements

The NEA may enter into up to four subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

General Terms and Conditions

This program is subject to the General Terms and Conditions for Partnership Agreements.

Project Reporting and Evaluation

Before applying, please review the reporting requirements.

Contact Information

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 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

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:

<div style="border:1px solid black; text-align:center;">

DOWNLOAD

Funding Opportunity Number: NEAPS1805

</div>

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 Global Exchange.

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 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 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. 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 administering international arts exchanges. Note any major programs or events that you have participated in that would be

an indicator of your ability to carry out this project, including those designed to reach underserved communities.

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 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 in the U.S. Describe the various audiences, in addition to presenting organizations, that you intend to engage and how you plan to reach them.

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 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 $300,000.

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.

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.