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Welcome to the Fiscal Year 2020 Art Works guidelines webinar.

This webinar is relevant to all Art Works applicants. Please be sure to contact our staff if you have any questions.

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Art Works is the name of our principal grants program. These grants support public engagement with, and access to, various forms of excellent art across the nation; the creation of art that meets the highest standards of excellence; learning in the arts at all stages of life; and the integration of the arts into the fabric of community life.

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We fund *arts projects.* This means that applicants must propose a specific project in each application.

Projects may be large or small, existing or new, and may take place in any part of the nation's 50 states, D.C., and U.S. territories.

A project may consist of one or more specific events or activities—and may be a part of your regular season or activities.

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The guidelines describe the full range of project types supported in Art Works. We also encourage applications for artistically excellent projects that address any of the activities you see on your screen:

- Projects that honor the 2020 centennial of women's voting rights in the United States
- Projects that engage with Historically Black College and Universities; Hispanic or Latino organizations; or the Native American, Alaskan, and Native Hawaiian arts
- We also encourage projects that celebrate America's creativity and cultural heritage, and
- Those that that invite a dialogue that fosters a mutual respect for the diverse beliefs and values of all persons and groups
- And those projects that enrich our humanity by broadening our understanding of ourselves as individuals and as a society.

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We fund a wide range of artistic disciplines—15 of them to be exact. They're all listed here. Contact our staff directly if you have questions about a specific discipline or need help knowing where to apply. Your choice of whether to apply in one discipline or another can be important to your application's success, so don't hesitate to reach out to our staff if you have any questions at all.

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Art Works applicants must be:

- Nonprofit, tax-exempt 501(c)(3), U.S. organizations, or
- Units of state or local government, or
- Federally recognized tribal communities or tribes.

Eligible organizations include, but are not limited to, arts organizations, arts service organizations, universities, faith-based organizations, and school districts.

Applicants must have a three-year history of arts programming by the application deadline. Applicants also must be in compliance with reporting requirements for any previous Arts Endowment award.

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Please be aware that *we do not fund* the following:

Individuals, general operating or seasonal support, individual schools, projects that replace arts instruction provided by an arts specialist, commercial for-profit enterprises, creation of new organizations, subgranting or regranting, facility construction-purchase-or renovation, cash reserves or endowments, and lobbying.

Look for the complete list in the "We Fund/We Do Not Fund" section of the guidelines.

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Grant requests may range from $10,000 to $100,000. No grants will be made below $10,000. All grants require at least a 1 to 1 nonfederal cost share (or match). The cost share may be any combination of cash and/or in-kind, third-party contributions.

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Organizations may submit only one application under the Art Works guidelines each year, with limited exceptions such as:

Parent (and related) organizations, applicants to the July Media Arts deadline, and other grant categories such as Our Town.

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Applications are reviewed by a panel of experts. They evaluate the application based upon two criteria: first, the artistic excellence and second, the artistic merit of the project. Panelists assign one score for each review criterion and the scores are weighted equally. Definitions of the review criteria are published in the guidelines.

After the panel meets, the National Council on the Arts makes recommendations on which applications to fund and which applications to reject. The Chairman of the National Endowment for the Arts makes the final decision on all grant awards.

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Art Works has two application deadlines: February 14, 2019 and July 11, 2019. Artistic disciplines accept applications at both deadlines with two exceptions: Artist Communities and Design are accepted at the February 14th deadline only.

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If you apply to the February deadline, you will be notified about the status of your application in November 2019. Projects may start no earlier than January 1, 2020.

If you apply to the July deadline, you will be notified about the status of your application in April 2020. Projects may start no earlier than June 1, 2020.

Projects may extend up to two years.

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Next, we'll discuss how to prepare and submit an application. Be sure to carefully read the Art Works guidelines before starting any application.

Guidelines are published in the "Apply for a Grant" section of our website at arts.gov.

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Next, select "Grants for Organizations."

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After selecting "Art Works," read the program description and browse through the various items in the "Art Works Basics" box. Go to the "Contacts" link if you want to reach out to staff.

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Scroll to the very bottom of the screen and choose the artistic discipline most relevant to your project. The discipline you select is where your application will be reviewed.

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As an example, I've selected Music. Each artistic discipline's page describes the project types that we fund in that discipline.

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On the same page, take a look at the "To Apply" box on the right hand side of your screen. Read through "How to Prepare and Submit an Application" and then follow the link to Parts 1 and 2 to start your application.

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Submitting an application is a two-part process. You will interact with Grants.gov as well as our Applicant Portal.

For Part 1, you will submit to Grants.gov the Application for Federal Domestic Assistance/Short Organizational Form by the February 14th or July 11th deadlines.

This is a mandatory, government-wide form that asks for basic information about your organization and your project.

If you do not successfully submit this form, you will be unable to move on to Part 2.

In order to use Grants.gov, you must first obtain a DUNS number from Dun & Bradstreet and then register with the System for Award Management, also known as SAM.gov.

Allow at least two weeks for SAM registration or renewal. Be sure that your organization is registered with Grants.gov, as well. SAM.gov and Grants.gov are government systems and registration in both systems is *always* free.

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A few days after the Grants.gov deadline, you will be able to complete Part 2 of your application on the dates shown here. You will access our Applicant Portal to enter information into the Grant Application Form (or GAF) and upload items such as work samples.

Even though you won't have access to the Applicant Portal until these dates, all of the application questions and a list of items you'll need to upload are available right now on our website.

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To access the GAF instructions, select the "Prepare Application Material" PDF link in the To Apply box. You'll see every question on the GAF as well as screen shots of the form.

GAF questions and requirements vary for each artistic discipline. For example, the instructions for the Music GAF are different from the instructions for the Visual Arts GAF.

In the Art Works Resources box below you'll find a link to a short, online tutorial that shows you how to log on and enter information into the Applicant Portal.

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Here are some tips to keep in mind as you prepare your application:

First, carefully read the guidelines and instructions before you begin.

And please keep the review criteria in mind as you prepare your application. Panelists will score your application based upon the review criteria of artist excellence and artistic merit.

We strongly encourage you to complete or renew your organization's Grants.gov and SAM.gov registrations right away.

Be sure to choose appropriate work samples. Work samples should relate directly to the proposed project. The guidelines describe the types of work samples that are required and the acceptable formats.

Next, only upload the requested materials; we won't review additional things you may want to submit.

Also, read through the items in the Art Works Resources box such as a listing of recent grants, program evaluation resources, and sample application narratives from successful applicants.

And finally, get your application ready early so you can enter information into the GAF once the Applicant Portal opens.

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We do not accept late applications, therefore we suggest submitting Part 1 by the dates shown here to give yourself ample time to resolve any problems.

Likewise, submit all of your Part 2 materials to the Applicant Portal prior to the deadline. We strongly urge you to work outside of the hours of heaviest usage, generally 8:00 p.m. to 11:59 p.m., Eastern Time, on the day of the deadline.

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Thanks for listening in today. Please reach out to our staff if you have any questions.