



Our Town FY20 Grant Application Form Instructions

**NATIONAL ENDOWMENT FOR THE ARTS
DESIGN AND CREATIVE PLACEMAKING DIVISION
OUR TOWN FY2020**

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How to Use This Document

These instructions are for the Our Town application. For more information, see [here](#). Applications are reviewed on the basis of artistic excellence and artistic merit. For more detailed information on how artistic excellence and artistic merit will be evaluated, see the "[Review Criteria](#)." Make sure you demonstrate how your project meets the review criteria in your application material.

NOTE: You will only be able to complete this part of the application process if you have submitted to Grants.gov by the appropriate deadline. Please see the [Part 1 instructions](#) for more information.

This document will guide you through completing [Part 2 of the Our Town application process](#); it contains detailed instructions for completing the Grant Application Form (GAF) in the NEA's Applicant Portal. Please review all sections of this document to view the required fields needed to complete the application, along with detailed instructions on what you should include in each section. This document will also include any specifications about your material (e.g., character limits for narrative responses, acceptable work sample formats, etc.). For your application to be considered complete, every required item **MUST** be included in your application. Required items are denoted with a red * in the GAF.

You will not have access to enter information into the online Grant Application Form until the NEA's Applicant Portal is available. However, you should **prepare your responses and material well in advance of the Part 2 deadline** and have them fully ready to upload once the NEA's Applicant Portal opens.

See [here](#) for information on accessing the Applicant Portal and your log on credentials.

Our Town Deadlines:

Part 1 - Submit to Grants.gov	August 8, 2019 by 11:59 p.m., Eastern Time
<i>Prepare application material so that it's ready to upload when the Applicant Portal opens</i>	
Part 2 - Submit to Applicant Portal	August 13, 2019 at 9:00 a.m., Eastern Time, to August 20, 2019 at 11:59 p.m., Eastern Time

Applicant Portal Tips:

- **This site is best viewed in Chrome 58+, Firefox 54+, or Microsoft Internet Explorer Version 11+.**
- **Most problems can be solved by changing your browser. If that doesn't work, go to IE and do the following:**
 - **Press Alt Key.**
 - **Select Tools from the menu bar.**
 - **Select Compatibility View Setting.**
 - **Type in 'arts.gov' and uncheck all the check marks and close.**
- **You might need to enable both Cookies and JavaScript on your Internet Browser to successfully view this site.**
- **Be sure to first copy and paste any text into Notepad (if you're using a PC) or TextEdit (if you are using a Mac) before copying it into Applicant Portal text fields. This will strip away any HTML: coding that may add additional characters to text.**
- **Make sure to hit "SAVE" and log off if you plan to leave the Applicant Portal with work in progress. Your session will deactivate after a period of time and you could lose content. You should only open the Applicant Portal in one browser at a time to enter information.**

Tab 1: View Application Data

This section is the first screen you will see when you open the GAF. It cannot be edited; it is auto-populated with the information entered on the Application for Federal Domestic Assistance/Short Organizational Form that was submitted to grants.gov. If you find any incorrect information on this page, please contact the Our Town team at: ot@arts.gov.

Tab 2: Organization Info

Eligible applications **must have partnerships** that involve two primary partners: a nonprofit 501(c)(3) organization and a local governmental entity (local government is defined below in 'further guidance'). Additionally, one of the two primary partners must be a cultural (arts or design) organization. The lead applicant to the NEA may be either the nonprofit (with documented three-year history of programming) or the local government entity. Note that a statement of support from the highest ranking official for the local government participating in the project is an application requirement. See "Items to Upload" for more information.

Subtab 1: Organization Information.

The lead applicant will be asked to provide the following information in this section (Primary Partner information will be completed in Subtab 3 of Tab2):

Legal Name (should match Application for Federal Domestic Assistance/Short Organizational Form)

Popular Name (if different)

For this application, are you serving as the Parent of an Independent Component (before choosing, [see the definition](#) of official Independent Component status): Y/N

Date Organization Was Incorporated (if applicable)

Applicant Organization Status (choose one)

- Nonprofit Organization
- Municipal Government
- State Government
- County Government
- Tribal Government
- None of the Above

Applicant Organization Description: This section asks for the description that most accurately describes your organization. You will **choose one** from the following:

- Artists' Community, Arts Institute, or Camp
- Arts Center
- Arts Council / Agency
- Arts Service Organization
- College / University
- Community Service Organization
- Fair / Festival
- Foundation
- Gallery / Exhibition Space
- Government
- Historical Society / Commission
- Humanities Council / Agency
- Independent Press
- Library
- Literary Magazine
- Media-Film
- Media-Internet
- Media-Radio
- Media-Television
- Museum-Art
- Museum-Other
- Performance Facility
- Performing Group
- Presenter / Cultural Series Organization
- Religious Organization
- School District
- School of the Arts
- Social Service Organization
- Union / Professional Association
- None of the Above

You will also have the option of selecting two additional descriptions for your organization, though this is not required.

Applicant Organization Discipline: Select the primary discipline that is most relevant to your organization. This refers to the primary artistic emphasis of your organization. You will **choose one** from the following:

- Artist Community
- Arts Education Organization
- Dance
- Design
- Folk & Traditional
- Literature
- Local Arts Agency
- Media Arts
- Museums
- Music
- Musical Theater
- Opera
- Presenting & Multidisciplinary Work Organization
- Theater
- Visual Arts
- None of the Above

You will also have the option of selecting two additional disciplines for your organization, though this is not required.

Mission/Purpose of Your Organization: Briefly summarize the mission and purpose of your organization. For non-arts organizations (e.g., universities, human service agencies), summarize your mission as it pertains to your creative placemaking activities. (1500 Character Limit, including spaces)

Further Guidance on Organization Information:

The lead applicant must meet the eligibility requirements, submit the application, and assume full responsibility for the grant. Eligible lead applicants are:

Local governments. For the purposes of these guidelines, local governments are defined as counties, parishes, cities, towns, villages, or federally recognized tribal governments. Local arts agencies or other departments, agencies, or entities within an eligible local government may submit the application on behalf of that local government. The following do not qualify as local governments: state level government agencies, other state-designated entities, state higher education institutions, regional governments and entities, quasi-government organizations, regional planning organizations, and business improvement districts.

U.S. territories. If no local government exists, the territory government can serve as the local government.

Nonprofit tax-exempt 501(c)(3). U.S. organizations with a documented three-year history of programming.

To be eligible, the lead applicant organization must:

- Have a three-year history of programming prior to the application deadline.
- Meet the NEA's "Legal Requirements," including nonprofit, tax-exempt status, at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all NEA award(s) previously received.
- Have a commitment to the project from the local government, as demonstrated by the required formal statement of support for the project from the highest ranking official of the local government participating in the project.

Subtab 2: Organization Budget

Budget Form: Complete this section using figures from completed fiscal years. In the case of a local government, limit this information to the department or office that will oversee the proposed project.

Sample View:

	Most Recently Completed FY	Previous FY	Two FYs Prior
FY End Date (MM/DD/YYYY)	1/1/2017		
INCOME:			
Earned	\$0 <input type="text"/>	\$0 <input type="text"/>	\$0 <input type="text"/>
Contributed	\$0 <input type="text"/>	\$0 <input type="text"/>	\$0 <input type="text"/>
Total Income	0 <input type="text"/>	0 <input type="text"/>	\$0 <input type="text"/>
EXPENSES:			
Artistic Salaries	\$0 <input type="text"/>	\$0 <input type="text"/>	\$0 <input type="text"/>
Production / Exhibition / Service Expenses	\$0 <input type="text"/>	\$0 <input type="text"/>	\$0 <input type="text"/>
Administrative Expenses	\$0 <input type="text"/>	\$0 <input type="text"/>	\$0 <input type="text"/>
Total Expenses	0 <input type="text"/>	0 <input type="text"/>	\$0 <input type="text"/>
OPERATING SURPLUS / DEFICIT (single year)	\$0 <input type="text"/>	\$0 <input type="text"/>	\$0 <input type="text"/>

When completing this form you'll use the line items below for each fiscal year. Unaudited figures are acceptable. And figures that amount to \$0 are acceptable in cases where organizations do not have a budget line for that particular figure.

Income

- **Earned:** Revenues that are received through the sale of goods, services performed, or from investments. Examples: ticket sales, subscription revenue, contractual fees, interest income.
- **Contributed:** Gifts that are received which are available to support operations. Examples: annual fund donations, grants for general operating or project support, in-kind contributions.

Subtab 3: Primary Partner Information

A key to the success of creative placemaking is involving the arts in robust, committed partnerships. All applications **must demonstrate a partnership** between a local government entity and nonprofit that will provide leadership for the project. Additionally, one of the two primary partners must be a cultural (arts or design) organization.

You will be asked to provide the following information on the primary partner in this section:

Primary Partner Legal Name**Primary Partner Popular Name** (if different)**Primary Partner's Taxpayer ID Number** (9-digit number)**Primary Partner Date Organization Was Incorporated:** (if applicable)**Primary Partner Organization Status:** (choose one)

- Nonprofit Organization
- Municipal Government
- State Government
- County Government
- Tribal Government
- None of the Above

Mission/Purpose of the Partner Organization: Briefly summarize the mission and purpose of your primary partner's organization. If your partner is a non-arts organizations (e.g., universities, human service agencies), summarize its mission as it pertains to creative placemaking activities. (1500 Character Limit, including spaces)

Primary Partner Proposed Role: Briefly describe your primary partner organization's involvement in planning and executing the project including programming, management, finances, and any responsibilities for matching the National Endowment for the Arts grant. Be specific; do not provide a general statement of support for the project. (1500 Character Limit, including spaces)

Your **Project Budget** should reflect only those activities and associated costs that will be incurred during the "Period of Performance" that you have indicated for your project. Any costs incurred before or after those dates will be removed. REMINDER: The earliest allowable project start date is July 1, 2020.

We need to know how you plan to spend both the requested NEA funds, as well as your cost share/matching funds. All items in your budget, whether supported by NEA funds or your cost share/matching funds, must be reasonable, necessary to accomplish project objectives, allowable in terms of the [NEA General Terms and Conditions](#) and adequately documented. Your "Total project income" must equal the "Total project costs/expenses."

Applicants whose projects are recommended for grants will be asked to update the project budget.

Amount Requested from the National Endowment for the Arts: State the amount that you are requesting. You must request a grant amount at one of the following levels: \$25,000, \$50,000, \$75,000, \$100,000, \$150,000, or \$200,000. We will award very few grants at the \$200,000 level; these will be only for projects of significant scale and impact. If you are recommended for less than the amount that you request you will be asked to revise your project budget. The NEA reserves the right to limit its support of a project to a particular portion(s) or cost(s). **Any requests below \$25,000 will be deemed ineligible and will not be reviewed.**

Subtab 1: Project Expenses

DIRECT COSTS are those that are identified specifically with the project during the period of performance, and are allowable. Be as specific as possible. Review [We Do Not Fund](#) to ensure your Project Budget does not include unallowable costs. **Projects with less than \$50,000 in costs (i.e., not showing the minimum NEA requested amount of \$25,000 and the required organization 1:1 match of \$25,000) will be deemed ineligible and will not be reviewed.**

DIRECT COSTS: Salaries and wages cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in "DIRECT COSTS: Other" on the Project Budget form, and not here.) Indicate the title and/or type of personnel (40 characters maximum), the number of personnel (30 characters maximum), the annual or average salary range (40 characters maximum), and the percentage of time that will be devoted to the project annually (30 characters maximum). List key staff positions, and combine similar functions. Where appropriate, use ranges. If the costs for evaluation and assessment are part of staff salary and/or time, separately identify those costs.

Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See "[Legal Requirements](#)" for details.)

NOTE: Salaries/wages/fringe benefits incurred in connection with fundraising specifically for the project are allowed. These costs must be incurred during the NEA project period of performance, and be approved as allowable project expenses by the agency.

Sample View:

Project Expenses		Project Income		
DIRECT COSTS: SALARIES & WAGES				
Title and/or Type of Personnel	Number of personnel	Annual or Average Salary Range	% of time devoted to this project	Amount (You must enter Zero "0" to clear Dollar fields)
Executive Director	1	\$ 70,000 per yr.	25%	\$17,500
Project Directors	2	\$ 40-50,000 per yr.	5-40%	\$22,000
Admin. Support Staff	2	\$ 20-25,000 per yr.	20-30%	\$11,000
		\$		
		\$		
		\$		
		\$		
Total Salaries and Wages				\$50,500

Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. They may be included here only if they are not included as indirect costs.

Sample View:

FRINGE BENEFITS	\$0
Total Salaries and Fringe Benefits	\$0

DIRECT COSTS: Travel must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and does not exceed the cost of air coach accommodations. Limit your descriptions to these character maximums: # of Travelers = 20 characters; From = 50 characters; To = 50 characters. Include subsistence costs (e.g., hotels, meals) as part of the "Amount" listed for each trip, as appropriate. Foreign travel, if any is intended, must be specified by country of origin or destination and relate to activity outlined in your narrative. Foreign travel also must conform with government regulations, including those of the [U.S. Treasury Department Office of Foreign Asset Control](#). If National Endowment for the Arts funds are used for foreign travel, such

travel must be booked on a U.S. air-carrier when this service is available. List all trips -- both domestic and foreign -- individually.

Sample View:

DIRECT COSTS: TRAVEL			
# of travelers	From	To	Amount (You must enter Zero "0" to clear Dollar fields)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Travel Expenses			\$0

DIRECT COSTS: Other include consultant and artist fees, contractual services, promotion, acquisition fees, rights, evaluation and assessment fees, access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling), telephone, photocopying, postage, supplies and materials, publication, distribution, translation, transportation of items other than personnel, rental of space or equipment, and other project-specific costs. List artist compensation here if artists are paid on a fee basis. For procurement requirements related to contracts and consultants, please review [2 CFR Part 200.317-.326](#). Limit your descriptions to 100 characters maximum.

Television broadcast projects and educational/interpretive videos must be closed or open captioned. Applicants should check with captioning organizations for an estimate.

Clearly identify the rental of equipment versus the purchase of equipment. If you intend to purchase any equipment that costs \$5,000 or more per item and that has an estimated useful life of more than one year, you must identify that item here. Provide a justification for this expenditure either in this section of the Project Budget form or in your narrative. Digital computers, mobile devices, or other new technologies are considered supplies if less than \$5,000 per item regardless of the length of useful life.

If you engage in contracts of more than \$15,000, identify the item or service and its relation to the project.

Group similar items together on a single line, with only one total cost. List consultant and artist fees or contracts for professional services on consecutive lines; do not scatter them throughout the list. Specify the number of persons, the service being provided, and the

INDIRECT COSTS are overhead or administrative expenses that are not readily identifiable with a specific project. (The costs of operating and maintaining facilities and equipment, depreciation or use allowances, and administrative salaries and supplies are typical examples of indirect costs.) Indirect costs are prorated or charged to a project through a rate agreement negotiated with the National Endowment for the Arts or another federal agency (limit your description of Federal Agency to 50 characters). You are not required to have an indirect cost/facilities and administration rate to apply for or receive a grant. You may claim administrative costs or overhead as direct costs under "Other expenses." Alternatively, a non-federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of up to 10% of modified total direct costs (MTDC). For more information see [2 CFR Part 200.414.f](#). However, you cannot claim both Indirect Costs and Administrative/overhead costs; you must choose one method or the other. If you have a negotiated rate and would like to include indirect costs, complete the information requested in this section. If you do not have or intend to negotiate an indirect cost rate, or do not plan to charge a de minimis rate leave this section blank. Applicants may only apply a Research ICR for applications to the Research: Artworks program. For additional information, see "[Indirect Cost Guide for NEA Grantees](#)."

Sample View:

INDIRECT COSTS (if applicable)	
Federal Agency	<input type="text"/>
Rate Agency(.0000)	<input type="text" value="0.10000"/>
Base	<input type="text" value="\$10,000"/>
TOTAL INDIRECT COSTS	<input type="text"/>

TOTAL PROJECT COSTS/EXPENSES is the total of "Total direct costs," and, if applicable, "Indirect costs." This field will auto calculate. **NOTE:** "Total project income" must equal the "Total project costs/expenses." Your project budget should not equal your organization's entire operating budget.

Subtab 2: Project Income

Amount Requested from the NEA: You must request a grant amount at one of the following levels: \$25,000, \$50,000, \$75,000, \$100,000, \$150,000, or \$200,000. **Any requests below \$25,000 will be deemed ineligible and will not be reviewed.** Be realistic in your request.

Sample View:

Amount Requested from the NEA	<input type="text" value="\$0"/>
Project Expenses	Project Income

TOTAL COST SHARE/MATCH FOR THIS PROJECT: Because the National Endowment for the Arts cannot support more than 50% of a project's costs, we require each applicant to obtain at least half the total cost of each project from nonfederal sources. For example, if you receive a \$50,000 grant, your total project costs must be at least \$25,000 and you must provide at least \$25,000 toward the project from nonfederal sources. These matching funds may be all cash or a combination of cash and in-kind contributions as detailed below. Be as specific as possible. For projects that include additional partners, indicate on the form the portion of the match that is being contributed by each participant. Asterisk (*) those funds that are committed or secured.

Applicant CASH match refers to the cash donations (including items or services that are provided by the applicant organization), grants, and revenues that are expected or received for this project. Limit your descriptions to 100 characters maximum. Do not include any National Endowment for the Arts or other federal grants -- including grants from the National Endowment for the Humanities, U.S. Department of Education, the National Park Service, etc. -- that are anticipated or received. If you include grants from your state arts agency or regional arts organization as part of your match, you must ensure that the funds do not include subgranted federal funds. Identify sources. The National Endowment for the Arts allows the use of unrecovered indirect costs as part of the cash match or cost sharing. Your organization must have a federal negotiated indirect cost rate agreement to include unrecovered indirect costs.

Third-Party IN-KIND Contributions: Donated space, supplies, volunteer services are goods and services that are donated by individuals or organizations other than the applicant (third-party). Limit your descriptions to 100 characters maximum. To qualify as matching resources, these same items also must be identified in the project budget as direct costs to ensure their allowability. In-kind items not reflected as direct costs will be removed from your budget. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources. Reminder: Proper documentation must be maintained for all items noted as "in-kind."

Below are the preparation instructions for required items to upload to the applicant portal. These are a critical part of your application and are considered carefully during application review. Submit items in the format and within the space limitations described. Only upload materials that we request. Other items that you include will not be reviewed.

Statements of Support (PDF format only)

All Statements of Support must be combined in to one single PDF document. Please **do not** submit a separate PDF file for each individual letter. You may **submit up to 10 statements** including, but not limited to the below.

REQUIRED: Statement of support from the highest ranking official for the local government (one-page limit, PDF format only) This statement must be the first page in your file. The document should be a one-page formal statement of support, on appropriate letterhead, from the highest ranking official for the local government (e.g., mayor, county executive, or tribal leader). This statement of support should reflect the official's familiarity with and support for the project, and must designate your project as one of the up to two applications being submitted for the local government.

Many organization systems for local government exist. Please provide in your statement of support a sentence explaining why this official is the leader of the local government. For example, "In the Village of XYZ, our city manager is the highest ranking government official."

PLEASE NOTE: Applications without a statement of support from the highest ranking official for the local government **will be marked ineligible and will not continue to panel review.**

REQUIRED: Statements of support from primary partners (one-page limit per statement, PDF format only).

If the lead applicant is a local government:

You must include a one-page statement from the nonprofit organization serving as the required primary partner reflecting its support for and involvement in the project. For verification purposes, include the name, phone number, and email of a contact person with the nonprofit organization.

If the lead applicant is a public entity or a nonprofit tax-exempt 501(c)(3) organization:

You must include a one-page statement from the relevant local government agency or department serving as the required primary partner, reflecting its support for and involvement in the project. For verification purposes, include the name, phone number, and email of a contact person with the local government. This is required in addition to a letter of support from the highest ranking official.

If you list an organization or individual as an additional partner in your application, you may include a one-page statement of commitment describing their support for and involvement in the project. We encourage you to be selective in listing only the partners that are critical to the project's success. **Do not provide general statements of support for your organization.** Each statement should be in PDF format only and include the name, affiliation, phone number, and email address of the individual who provided it.

Statements from leaders and members of the community in which you are working, and/or from community based organizations, are also encouraged.

Work Samples

Work samples are a critical component of your application and will be considered carefully during the review process. The work samples are your primary way to show the level of design or artistic excellence that you and your partners are capable of achieving. It is up to you to determine the images or audio/video clips that are most relevant to and best support your proposed project.

Please select the format most appropriate to the artistic medium or discipline represented in your project. Audio and video clips are intended to accommodate theater, dance, music, film, and new media work samples (not slide shows of still images).

The work can be from any individual or partner involved in the project. Samples should be recent, of high quality, and as relevant to the project as possible. Please see the following pages for acceptable formats.

As review time is limited, please be selective in what you chose to submit. We highly recommend limiting your selections to **three to four substantive work samples** relevant to the project. There is a limit of 250 MB for all of your work samples combined.

Work Sample Limits:

Note: Panelists will review no more than 20 minutes of combined work samples.

Type	Images	Documents	Videos
Max. # Allowed	20 images	3 PDF documents	3 video selections
Max. Time Each Sample			3 minutes each
Max. Size Each Sample *	5 MB/20 pages if combined in a single PDF	5 MB/12 pages each	250 MB
File Types	jpeg or PDF with images	PDF	PDF with links or avi, mov, mp4, mpeg, wmv

* The combined storage for all work sample files is 250 MB.

Information About Uploaded Files

There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. Do not immediately assume that your upload failed; wait and try accessing the material again.

Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{\}<>?*?/\$!“:+'`|=|"@.

For each item that you upload, you will find a descriptive field into which you will enter the following information, as appropriate:

Title box: Title each item with a unique name.

- For your statements of support simply state the type of item.
- For digital image/document/video work samples, state the title of the work or organization represented by the work sample.

Description box (500 Character Limit, including spaces):

For your statements of support simply state the type of item.

For digital image/document/video work samples:

- Designer(s) name, if relevant.
- Date of work/activity.
- Up to two sentences describing the work sample and how it relates to the project for which you are requesting support.

Applicants submitting multiple images in a PDF should include the relevant information from above with each image within the PDF. The descriptive field for the file should provide a brief overview of the group of images as a whole.

Guidance for Digital images

Digital images should be combined in a single PDF file (up to 20 images) or may be uploaded as individual JPEG files if necessary.

- Image size should be consistent. Medium to high resolution is recommended (e.g., 300 dpi).
- Please include brief descriptive captions with the images on each page of the PDF (PowerPoint can be a useful application to set up images and captions together), or together on a single captions page at the beginning of the PDF.
- Do not submit PowerPoint or Word documents; save these files as PDFs.
- Please name the PDF "Image Work Samples."

Guidance for Documents

You may submit up to three PDF documents, each with no more than 12 pages.

Excess pages will not be reviewed by panelists.

If you scan material, please follow the guidance below:

- Scan pages at a resolution of 300 dpi. Resolutions over 300 dpi will result in unnecessarily large files.
- When you have scanned the pages, combine them into a single PDF file. Do not submit a separate file for each scan.
- Please name the PDF “Document Work Samples,” or something more descriptive if you are submitting more than one document.

Guidance for Video Samples

There are two options to upload your video work samples.

Option One (recommended): Upload a single PDF with links to your video work samples on an external hosting site (e.g. Vimeo, YouTube, or a custom URL).

- Include each video link as a hyperlink on the page. You may provide titles and short descriptions as context for the work sample for panelists. Include any necessary information on required plug-ins, passwords, or navigation paths in order to view the work samples. If applicable, include cue information to indicate the start of each selection.
- Please name the PDF “Video Work Samples.”
- Do not submit links to sites that require work samples to be downloaded (e.g., Dropbox).

Option Two: Individually upload each video work sample. File size restrictions may prohibit you from using this option, see details below. To upload each video file:

- Upload the file directly into the Applicant Portal.
- You may provide titles and short descriptions to provide context for panelists using the text box provided during the upload process.
- If applicable, include any cue information to indicate the start of each selection.
- If your files exceed the file size limitations, please follow the instructions outlined in Option One described above.

Submit Your Application

Be sure to click Save before clicking Submit. See “Help” on the menu bar at the top of the Applicant Portal for information on how the validation function works.

You must click Submit to finalize your application for NEA review. The Submit button is only visible when you are on the “Items to Upload” tab. If you do not hit the "Submit" button, your application will not be received.

Once you have submitted your application, you will NOT receive an email confirmation. You can confirm that your application was received when you log in to the Applicant Portal. On the screen it will say “Submitted” if your application has been received. If your application has not yet been received, it will say “In Progress.” You can maintain documentation of your successful submission by taking a screenshot.

You can continue to edit your application after you hit Submit up until the Application Portal closes.