

CHALLENGE AMERICA APPLICATION CHECKLIST

BEFORE APPLYING (Finalize by at least March 18)

- Finalize your entity registration/renewal with the System for Awards Management (SAM.gov)
- Register/Renew with Grants.gov

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

PART 1: GRANTS.GOV (Submit by at least March 31)

- Submit the Application for Federal Domestic Assistance/Short Organization Form through Grants.gov

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

PART 2: APPLICANT PORTAL

- Log in to Grants.gov and go to "Check Application Status" to get your Grants.gov tracking number and agency tracking number to use as your username and password for the Applicant Portal. The Applicant Portal will be open April 14-21, 2020.
- Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on April 21, 2020. Confirm that all tabs are correctly filled out before hitting Save and Submit.

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

WORK SAMPLES

- Video
- Audio
- Digital Images
- Documents
- Websites

- Tab 7: Organization & Project Data

RESOURCES

- Watch the Challenge America online presentation
- Watch the Grant Application Form tutorial
- Contact Challenge America staff with any questions

FULL GUIDELINES CAN BE FOUND [HERE](#)