GRANTS FOR ARTS PROJECTS APPLICATION CHECKLIST

BEFORE APPLYING (Finalize by at least January 22 for the February 13 application deadline or June 17 for the July 9 application deadline)
☐ 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 February 4 for the February 13 application deadline or June 30 for the July 9 application deadline)
☐ Submit the Application for Federal Domestic Assistance/Short Organizational Form through Grants.gov

Why do I need to submit my application to Grants.gov 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 February 18-25, 2020 and July 14-21, 2020.
☐ Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on February 25 or July 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 Works Samples and PDF attachments (For Certain Disciplines Only) Excess pages and items not listed in the guidelines will be deleted.

        ☐ Required WORK SAMPLES (See your discipline's guidelines)
        ☐ Required PDF ATTACHMENTS (See your discipline's guidelines)

    ☐ Tab 7: Organization & Project Data

RESOURCES
☐ Watch the Grants for Arts Projects online presentation
☐ Watch the Grant Application Form tutorial
☐ Contact your discipline staff with any questions any questions any questions

FULL GUIDELINES CAN BE FOUND HERE