

## **FY22 CHALLENGE AMERICA APPLICATION CHECKLIST**

**BEFORE APPLYING** (Finalize by at least March 30, 2021)

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

*TIP: Register/renew early to give yourself time to resolve any problems that you might encounter.*

**PART 1: GRANTS.GOV** (Submit by at least April 13, 2021 for the April 22, 2021 application deadline)

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

*TIP: Submit your application to Grants.gov early to give yourself time to resolve any problems that you might encounter.*

### **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 27 - May 4, 2021.
- ☐ Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on May 4, 2021. 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 Details
  - ☐ 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 guidelines webinar
- ☐ Watch the Grant Application Form tutorial
- ☐ Contact Challenge America staff with any questions

FULL GUIDELINES CAN BE FOUND [HERE](#)