

## **FY22 GRANTS FOR ARTS PROJECTS APPLICATION CHECKLIST**

**BEFORE APPLYING** (Finalize by at least January 20 for the February 11 application deadline or June 16 for the July 8 application deadline)

- ☐ 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 February 2 for the February 11 application deadline or June 29 for the July 8 application deadline)

- ☐ Submit the Application for Federal Domestic Assistance/Short Organizational 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 **February 16-23, 2021** and **July 13-20, 2021**.

☐ Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on February 23 or July 20, 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: Additional Details
- ☐ Tab 6: Project Budget
- ☐ Tab 7: Items to Upload – Required work samples and Additional Items (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 Additional Items (See your discipline's guidelines)

- ☐ Tab 8: Organization & Project Data

*TIP: Prepare your application materials early so they are ready to easily enter/upload into the Grant Application Form once the Applicant Portal becomes available to you.*

### **RESOURCES**

- ☐ Watch the Grants for Arts Projects Webinar or Archived Webinar
- ☐ Watch the Grant Application Form tutorial
- ☐ Contact our discipline staff with any questions any questions any questions

FULL GUIDELINES CAN BE FOUND [HERE](#)