Performing Arts Discovery

Application Receipt Deadline: April 15, 2022

Organizations are required to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted proposal no later than 11:59 p.m., Eastern Time on the deadline date above. We strongly recommend that you submit by April 5, 2022, to give yourself ample time to resolve any problems that you might encounter.

Grant Program Description

The National Endowment for the Arts (NEA) has a long history of bringing the benefits of international exchange to audiences, artists, and arts organizations nationwide. For many years, however, there have been limited opportunities for foreign arts presenters to come to the United States and see artists at events in geographically diverse areas of our country. Opportunities such as these create new markets for working artists, expand mutual understanding, and raise the profile of each participating U.S. region. The NEA's Performing Arts Discovery (PAD) program addresses this ongoing gap through support to the Regional Arts Organizations (RAOs) for activities that showcase U.S.-based performing artists to arts presenters based outside of the United States. PAD has operated virtually since 2020, due to the COVID-19 pandemic. The program has sustained its efforts as a networking and exchange program, with online activities to ensure U.S. artists continue to have the resources and relationships to connect with global presenters and audiences. The program will continue to be offered virtually.

In 2022, the NEA will award one (1) grant of up to $200,000 to an RAO to manage the program nationwide.

The grantee will select and invite up to 30 artists/ensembles, representing all 6 RAO regions of the United States, to showcase virtually at one or more performing arts events – such as festivals or conferences. Events may include several artistic disciplines/genres, or be focused on a single discipline/genre. Additionally, all selected artists/ensembles will be featured on a dedicated and accessible online platform owned and managed by the grantee, as well as participate in online showcases for international presenters. Selected artists will receive technical support, including a recording kit (a video camera, tripod and speaker) to create a virtual showcase presentation.

The grantee will promote the program to assure broad visibility in the U.S. and abroad, and facilitate connections between the U.S.-based artists and international presenters.

Award Information

Grant Amounts and Cost Share

The NEA expects to award a grant of up to $200,000, contingent upon the availability of funds.

The award recipient must provide a nonfederal cost share/match of at least dollar for dollar (1:1). Cost share/ matching funds cannot include funds from any other NEA award or other federal source.

Subsequent Awards

The NEA may issue up to four (4) subsequent grants with the recipient of this grant. Any such future grants, however, would be subject to agency priorities, the availability of funds, grantee performance, and the agency's regular review process.

Period of Performance

The NEA's support may begin no earlier than October 1, 2022, and may extend for up to 24 months.

The award recipient may not receive more than one NEA award for the same project/costs during the same or an overlapping period of performance.

Applicant Eligibility

Eligibility is limited to the six RAOs.

Applicants must meet the Eligibility Requirements for RAOs as specified in the NEA's Partnership guidelines.

An RAO may choose to subgrant or subcontract with an eligible nonprofit organization that will carry out the goals and requirements of this program. The selected RAO will be required to abide by the General Terms and Conditions for Partnership Agreements. All subgrants and subcontracts must be in compliance with 2 CFR 200 as well as the General Terms and Conditions. Subgrants/subcontracts may not be awarded to organizations already receiving NEA or RAO support for the same project and costs.

Only one application may be submitted for the Performing Arts Discovery program. While you may also apply to the NEA through other available funding opportunities, each request must be for a distinctly different project.

Late, ineligible, and incomplete applications will not be reviewed.

Application Review

Proposals will be reviewed on the basis of the following criteria:

Artistic excellence, which includes the:
- Quality and creativity of the proposed approach to this program.
- Quality of the artists, arts organizations, or works of art that the project will involve, as appropriate.

Artistic merit, which includes the:
- Potential of the project to create effective linkages with participating presenters from abroad.
- Applicant's experience with and commitment to participating in international arts exchanges.
- Proposed strategy for promoting and providing broad visibility for the program.
- Ability to carry out the program based on such factors as the appropriateness of the budget, the resources involved, and the qualifications of the project's personnel and any proposed partners.

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the NEA's Chair. The Chair reviews the Council's recommendations and makes the final decision on all grant awards. It is anticipated that applicants will be notified of award or rejection in July 2022.

NOTE: All recommended NEA applications undergo a review to evaluate risk posed by the applicant prior to making a federal award. This may include past performance on grants, meeting reporting deadlines, compliance with terms and conditions, audit findings, etc.

Application Information

You are required to submit your application electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on April 15, 2022.** We strongly recommend that you submit your application by April 5, 2022, to give yourself ample time to resolve any problems that you might encounter.

Register or Renew/Verify Registration with Grants.gov and SAM.gov:
- Registration must be completed before you can apply. See "Get Registered" for details.
- It is your organization's responsibility to create and maintain a regularly updated registration with both Grants.gov and the System for Award Management (SAM).
- Grants.gov and SAM.gov registration and maintenance is always free. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply.

- **Grants.gov Contact Center**: Call 800-518-4726, email support@grants.gov, or consult the information posted on the Grants.gov website at Support. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **SAM Federal Service Desk**: Call 866-606-8220 or see the information posted on the SAM website at SAM User Help.

If you have a question about access for individuals with disabilities:

Call or email the Office of Accessibility at 202-682-5532 / accessibility@arts.gov to request an accommodation or an alternate format of the guidelines.

How to Apply

Go to the Grant Opportunity Package in Grants.gov:

<div align="center">

CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE

Funding Opportunity Number: 2022NEAPAD01

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1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.

2. The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button.

3. You will be prompted to enter your Grants.gov Username and Password. In order to create the Workspace application, you must be logged into Grants.gov with a participant role of either **Workspace Manager** or **Authorized Organization Representative (AOR).** More information on participant roles can be found here.

4. After logging in, to create a Workspace application:
   a. Fill in the Application Filing Name field, then
   b. Click the **Create Workspace** button.

5. After creating a Workspace, you will be directed to the Manage Workspace page, where you will see the following forms:
   a. Application for Federal Domestic Assistance/Short Organizational Form
   b. The Attachments form

Instructions for the Application for Federal Domestic Assistance/Short Organizational Form:

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe.

b. Address: Use Street 1 for your organization's physical street address. This address should agree with the address that you used with the SAM (System for Award Management). In addition, use Street 2 for your organization's mailing address if it differs from the physical street address.

c. In the Zip/Postal Code box, enter your **full 9-digit zip code**. (You may look it up at https://tools.usps.com/zip-code-lookup.htm).

d. Type of Applicant: Select the item that best characterizes your **organization** from the menu in the first drop-down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational UEI: All organizational applicants for federal funds must have a UEI. Enter your organization's UEI here. You can find your UEI in your System for Award Management (SAM) record. If you cannot locate your UEI, contact SAM for assistance. NOTE: Do not enter a DUNS number here. **The characters that you enter here must match with the UEI that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is physically located. Use the following format: 2 letter State Postal Abbreviation-3 digit District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If you need help determining your current district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter: Performing Arts Discovery Program.

b. Project Description: Provide a two- or three-sentence summary that briefly describes the specific activities that will be included in the project budget.

NOTE: This field on the form has a character limit of 1,000. Even if you have fewer than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form. We strongly encourage you to write a succinct description and double-check the number of characters.

c. Proposed Project Start Date/End Date: Enter a start date on or after October 1, 2022. The start date should be the first day of a month, and the end date should be the last day of a month. This is the period of performance for your proposed project, which should not exceed 24 months. Project activities must occur, and the costs you include in your Project Budget must be incurred, within your period of performance.

7. Project Director:

Provide the requested information for the Project Director. Optional: Select a Prefix (e.g., Ms., Mr.)

Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application. Optional: Select a Prefix (e.g., Ms., Mr.)

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item

9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.). **The AOR must have the legal authority to obligate your organization**.

By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "Assurance of Compliance" section.) The "Signature of Authorized

Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

Submit your Attachments:

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

1. **The Attachments are non-form documents that must be submitted as PDF files.**
   Non-form documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. **Do not create PDFs of your electronic documents by scanning.** PDFs created by scanning are much larger, and of lower quality, than PDFs created from a word processing document.

   Do not enable any document security settings or password-protect any PDF file you submit to us.

   IMPORTANT: No single attachment should be more than 2 MB.

2. Attachment 3, the Project Budget Form, is an Arts Endowment fillable form; you will find a link below. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

3. Be sure you are using Adobe Reader when filling out our PDF forms.

   Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here: http://get.adobe.com/reader/

The Attachments

ATTACHMENT 1: To this button attach a **narrative (5-page maximum)** that addresses the points below. The file name should include the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative"). Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially; place numbers on the bottom right hand corner of each page. Excess pages will be removed and will not be reviewed.

The information that you provide will be reviewed in accordance with the "Review Criteria" for this initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item.

a) Your organization's **experience** with hosting and/or participating in international arts exchanges.

b) **Proposed project activities**. Be as specific as possible. Explain how you will plan, coordinate, and support one or more virtual performing arts platforms to showcase U.S. performing artists to invited international presenters. Discuss the artistic disciplines, genres, and/or artists you intend to feature. Describe the geographic criteria, proposed locations/venues, and special resources that might be needed. Discuss any proposed partners or details of related programming associated with the proposed project.

c) Your **rationale** for selection of countries for presenter invitations that will be supported by this grant. You may be asked to submit a list of proposed presenters to the NEA before you engage them.

d) **Schedule** of key project planning and implementation dates.

e) Your strategies for **promoting** and providing broad visibility for the program in the U.S. and abroad.

f) The various **audiences**, in addition to presenters, that you intend to engage and how you plan to reach them.

g) Your plans for attracting **additional resources**, financial and other, to this project.

ATTACHMENT 2: To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. Submit no more than three pages total. The file name should include the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 3: To this button, attach the completed **Project Budget Form**, [DOWNLOAD FORM] [INSTRUCTIONS].

The file name should include the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to $200,000.

ATTACHMENT 4: To this button, attach a single PDF (2-page maximum) with one or two recent examples of **programmatic material** that provides evidence of your experience in hosting

and/or participating in international arts exchanges that are relevant to this project. You may embed web links to relevant materials in the PDF. In this case, list the URL for the page to be shown and include any necessary navigation paths and any information on required plug-ins. Do not submit a website that requires a password. Do not submit a link to a site that requires material to be downloaded (e.g., Dropbox).

The file name should indicate the name of your organization or a recognizable acronym followed by "ProgExamples" (e.g., "ABCOrgProgExamples").

Leave all remaining Attachment buttons blank.

Award Administration

Administrative Requirements

This funding opportunity has the same administrative requirements as the NEA's Partnership Agreements for Regional Arts Organizations program. Applicants should review the Award Administration and General Terms & Conditions for detailed information on award notices, legal requirements, Assurances of Compliance, Standards of Service, and other administrative matters.

Final Reporting

Before a grant is awarded, organizations must have submitted acceptable Final Report packages by the due date(s) for all NEA grant(s) previously received.

Crediting Requirement

The grantee must clearly acknowledge support from the NEA in all material related to this project. The NEA may provide the grantee with specific requirements for this acknowledgment.

Project Reporting and Evaluation

Before applying, please review the reporting requirements.

Agency Contacts

If you have questions about programmatic requirements, contact: Michael Orlove, NEA Director of State, Regional & Local Partnerships and International Activities: 202-682-5469 or orlovem@arts.gov

If you have questions about award administration, contact: Office of Grants Management, grants@arts.gov
REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the

NEA. Call the Grants.gov help desk at 800-518-4726, email support@grants.gov, or consult the information posted on the Grants.gov website at Support. The Grants.gov Contact Center is available 24 hours per day, seven days a week.

Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving application guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, attention: Reporting Burden. NOTE: Applicants are not required to respond to this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.