

Program Solicitation: Independent Film and Media Arts Field-Building Initiative (f.k.a. Documentary Sustainability Project)

Proposal Receipt Deadline: August 9, 2022

Applications must be submitted electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m. Eastern Time on the deadline date above. We strongly recommend that you **submit your application early** to give yourself ample time to resolve any problems that you might encounter.

Program Description

An initiative of the National Endowment for the Arts (NEA), this **Independent Film and Media Arts Field-building Initiative** (the Initiative), replaces and expands on the goals of the Documentary Sustainability Project. The goal of the Initiative is to strengthen connectivity across the independent film and media arts field through knowledge exchange and peer learning, with a focus on equity and career sustainability.

This Initiative builds upon recommendations outlined in the NEA's [State of the Field Report \(2017\)](#), which identified key issues and action items necessary to ensure future growth and career sustainability for independent filmmakers and media artists. Launched in 2019, the program established a nationwide group that worked to strengthen the connections between varied networks of local, regional, and national stakeholders, including artists and collectives, film and media arts organizations, film festivals, art house cinemas, cultural institutions, content distributors, broadcast entities, arts service organizations, and funders, allowing for knowledge exchange, cross-sector collaboration, and sharing of relevant resources. Activities included quarterly national meetings open to the public, which offered opportunities for peer learning through presentations led by practitioners and regional working groups, as well as special topic field convenings, trainings, and resource-sharing relevant for field advancement.

Through this previous work, the NEA identified areas of special interest that warrant further exploration. The purpose of this solicitation is to select a Cooperator to administer the new Initiative, as it hones in on these areas of special interest:

- Providing a forum for ideas exchange, peer learning, and technical assistance to improve career pathways and support networks for emerging and established film and media artists and practitioners, with a focus on the inclusion of individuals and historically underserved communities whose opportunities might be limited by geography, ethnicity, economics, or disability.
- Strengthening connectivity between existing networks and media arts communities across the United States, as well as strengthening the capacity of local, regional, and national arts infrastructure to better serve independent film and media artists. This includes fostering awareness of the interconnected issues, systemic challenges, and

opportunities facing the independent film and media arts field and the broader cultural sector.

- Elevating strategies, best practices, and exemplary models for building accessible and equitable career pathways into the film and media arts industry, and providing relevant expertise to local and regional cultural organizations and service providers.
- Promoting the contributions of the independent film and media arts field to the wider arts sector and beyond, including aspects such as strengthening communities through the power of storytelling.

Applicants should propose a comprehensive plan for the cooperative agreement that addresses its goal and the areas of special interest.

Note: This project was previously referred to as the Documentary Sustainability Project but expanded beyond the scope of the Documentary field. The title in this solicitation, Independent Film and Media Arts Field-Building Initiative, is tentative. NEA may elect a new name for this project before any Cooperative Agreement is issued.

Scope of Work

The purpose of this program solicitation is to select an organization (Cooperator) to administer the Initiative as described below. In brief, the Cooperator will:

- Plan, organize, and implement a comprehensive work plan and manage the project activities, which may include hosting field meetings and activities that engage cross-sector partners and stakeholders on topics critical for field advancement, such as building accessible and equitable career pathways for independent film and media arts practitioners. Activities will provide a forum for participants to share best practices, models, and resources available in the field, and provide a mechanism for relationship-building across the various local, regional, and national networks and communities. Collaboration with various partners in the independent film and media arts field is strongly encouraged.
- Implement a comprehensive communications strategy for the Initiative.
- Facilitate open communication among stakeholders throughout the year.
- Routinely meet with groups of regional stakeholders to stay abreast of current resources, trends, and initiatives in the field, and provide quarterly reports summarizing communication among regional groups.
- Produce and publish an annual report for the public that provides a summary of presenters, meeting attendees, topics explored, and key lessons and takeaways, as well as tracking impact and outcomes resulting from the Initiative.

All obligations and program elements must comply with federal civil rights laws.

NOTE: Throughout this Program Solicitation, there are references to activities such as technical assistance consultations and peer-networking opportunities. If these activities are scheduled to take place in-person, they must occur in accordance with relevant health guidelines. However, it is expected that all such activities will be designed to be adaptable to an accessible virtual format, as agreed to in writing by the parties. It is also expected that the Cooperators will plan activities to minimize or avoid cancellation costs that might occur if they are not conducted in-person, since such costs cannot be included in the project budget.

Detailed Requirements

The Cooperator will work with the NEA's Project Director, and through the NEA's Project Director with other agency staff as appropriate, on all aspects of this program. The NEA's Project Director will be the Director of Media Arts.

The Cooperator will consult with, and will secure the approval of, the NEA's Project Director in carrying out the responsibilities below.

The Cooperator will:

- Work with the NEA Project Director to refine the details, budget, and schedule of all project components.
- Develop and implement a work plan for the activities supported by this Cooperative Agreement; and meet regularly with the NEA Project Director to monitor progress in completing the project activities.
- Plan and conduct field-building activities in collaboration with various partners in the independent film and media arts field.
 - Potential partners may include (but are not limited to) local, regional, and national organizations, institutions, collectives, networks, field service organizations, alliances and field coalitions, and individuals that engage in the support and development of artists, especially emerging artists from historically underserved communities, or demonstrate commitment to strengthen existing regional and national arts infrastructure serving the independent film and media arts field.
 - Propose activity formats, dates, topics, and speakers related to the activities.
 - Plan and host quarterly field meetings for stakeholders in the independent film and media arts field from across the United States.
 - Meetings should feature presentations by independent film and media arts practitioners and collectives, new and existing resources, and initiatives focused on topics critical for field advancement, such as building accessible and equitable career pathways for independent film and media arts practitioners.
 - Presenters may be paid with Cooperative Agreement funds for their participation at the quarterly field meetings, but not for work outside of the activities defined within the scope of the Cooperative Agreement.

- Meetings will be open to the public, and may be held in person, through a virtual platform, or a combination of the two.
- Meetings should be held independently from an organization's general activities.
- Plan and host additional activities such as convenings, forums, webinars, and training sessions for regional and national practitioners intended to strengthen connections supporting the independent film and media arts field and provide opportunities for knowledge exchange, technical assistance, cross-sector collaboration, and expanding professional networks.
- Plan and host meetings to elevate the role of the independent film and media arts field within civic infrastructure and amplify the needs, values, and contributions of the field in healing, uniting, and lifting up communities.
 - Meetings should strategically focus on relationship-building and engage current or potential stakeholders, such as arts and humanities service organizations, state arts agencies, regional arts organizations, local arts councils, or other entities interested in bolstering support for the field.
- Arrange and pay for any resources necessary to undertake these activities (e.g., materials, room venue/rental, supplies, marketing, virtual platforms), including travel expenses and fees for any speakers, participants, consultants, or contractors, as appropriate. Ensure that all meetings, programs and activities, either in-person or virtual, are accessible and compliant with federal laws and regulations.
- Meetings and other activities may be held in-person, online, or in a hybrid setting.
- Ensure that all Initiative activities and program elements comply with federal civil rights laws.
- Implement a comprehensive communications strategy for the Initiative and maintain an online presence for the program, including clear communication about dates and times for upcoming field meetings and special topic sessions, and a list of publicly available field resources.
 - Publicize activities widely and manage the registration processes.
 - Post meeting agendas and minutes after quarterly meetings.
 - Post documentation of activities and online events, such as a virtual recording, if deemed appropriate between the Cooperator and the NEA.
- Manage and moderate an email listserv, contact group, or other similar electronic communication system to facilitate communication amongst stakeholders.
- Produce and publish an annual report for the public that provides a summary of presenters, meeting attendees, topics explored, and key lessons and takeaways, as well as tracking impact and outcomes resulting from this Initiative.
 - Provide a draft of the annual report to the NEA Project Director for editorial review and approval.

- Through discussions with the NEA’s Office of Public Affairs (OPA), facilitated by the NEA Project Director, produce all communications and materials in an accessible format and style compatible for dissemination through the agency's online platforms and compliant with federal law and regulation.
 - Include NEA-designated crediting language in all appropriate communications and materials produced for and by the project.
- Provide the NEA Project Director with project updates and records in a mutually-agreed-upon accessible format and timeline.
- Secure NEA’s prior approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the project. Coordinate with any such sources as appropriate.
- Follow the Cooperator’s board approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this project. In addition, the Cooperator should be aware of and comply with all requirements of the Uniform Guidance procurement standards described in 2 CFR 200.317-.327. Consultants or vendors engaged by the Cooperator as part of this project will be required to agree that any information gathered will be used only for the purposes described in the Cooperative Agreement, and not for the promotion or endorsement of Cooperator’s unrelated activities. The Cooperator must seek approval for any consultants or vendors before they are engaged.
- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the “Rights”). The Rights may include, but are not limited to, permissions for visual images, video, and other online project components. If relevant, the NEA Project Director will coordinate discussions or meetings to ensure that the rights secured meet the NEA’s needs. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility for, and will defend, indemnify and hold harmless the NEA from, any liability arising from deficient Rights and/or the Cooperator’s warrants or statements about the Rights. Copies of the permissions/releases must be provided to the NEA in accordance with the requirements provided by the NEA.
- No later than 120 days after the completion or termination of the Cooperative Agreement, submit through the Cooperator’s NEA REACH online account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425, and a Geographic Location of Project Activity Report (GEO).
- Subgranting is not permitted as part of this Cooperative Agreement.

The NEA Project Director will:

- Work with the Cooperator to refine the project plans, budget, and schedule of all program components.
 - Make recommendations on, review, and/or approve:
 - Project staff, consultants, contractors, sponsors, or partners proposed by the Cooperator.
 - Project work plan and strategies to engage the independent film and media arts field.
 - Plans for event or activity formats, dates, topics, speakers, and other related materials.
 - All communications and materials (overall strategy, contacts with the press, and publications). Review and approval of all communications will be in conjunction with the NEA OPA.
- Review, edit, and approve the annual report provided by the Cooperator, prior to publication.
- Act as liaison between the Cooperator and other Federal agencies and NEA staff involved in the project.
- Provide crediting requirements to the Cooperator.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than March 1, 2023. The NEA will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$100,000, contingent upon the availability of funds. This Cooperative Agreement requires a nonfederal cost share/match of at least 50% of the Cooperative Agreement amount. Cost share/matching funds cannot include funds from any NEA or other federal sources.

Period of Performance

This Cooperative Agreement will begin on or after March 1, 2023, and may extend for up to 12 months.

An organization may not receive more than one NEA award for the same costs/activities during the same or an overlapping period of performance. In addition, different awardees may not

receive other federal funds for the same project costs during the same or an overlapping period of performance.

We may enter into subsequent Cooperative Agreements with the organization selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. To be eligible, **the applicant organization must:**

- Meet the National Endowment for the Arts' "[Legal Requirements](#)" at the time of application.

An organization may submit only one proposal under this program solicitation.

You may apply to other NEA funding opportunities, including Grants for Arts Projects, in addition to this program solicitation. In each case, the request must be for a **distinctly different project**. No project costs or staff time may overlap with activities executed as part of other federal awards.

Application Review

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

The **artistic excellence** of the project, which includes the:

- Degree to which the proposal demonstrates a comprehensive understanding of the goals, areas of special interest, scope of work, and requirements of this field-building Initiative.
- Degree to which the proposal reflects expertise in addressing and responding to the needs of artists and organizations within the independent film and media arts field.
- Degree to which the proposal addresses the areas of special interest for this field-building Initiative.
- Quality of similar or related programs administered by the applicant organization, including experience managing the interests of cross-sector stakeholders.

The **artistic merit** of the project, which includes the:

- Ability to provide guidance and structure for the program based on a sound understanding of current policies and practices in the independent film and media arts field.
- Ability to formulate and implement an effective communications and outreach plan.

- Evidence of access to experts in the independent film and media arts field, and, as relevant, the broader arts and cultural field.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the project activities and goals, the resources involved, and the qualifications of the project's personnel.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the NEA Chair. The Chair makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in November 2022.

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

Organizations are required to submit their applications 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 August 9, 2022.** We strongly recommend that you submit by July 29, 2022, to give yourself ample time to resolve any problems that you might encounter.

Register or Renew/Verify Registration with [Login.gov](#), [Grants.gov](#), and [SAM.gov](#):

- A Login.gov registration is required to access both Grants.gov and SAM.gov.
- All registrations must be completed before you can apply. See "[Get Registered](#)" for details. It is your organization's responsibility to create and maintain regularly updated registrations with Login.gov, Grants.gov and the System for Award Management (SAM).
- Login.gov, Grants.gov and SAM.gov registration and maintenance is always free. If you have already registered, renew/verify your registrations and make sure that all of your information is current before you apply.
- **Login.gov Help:** Consult the information posted in their [Help Center](#), or use their online form to [submit a question](#).
- **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:

[CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE](#)

Funding Opportunity Number: NEAPS2202

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 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

1. Fill out 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: **Independent Film and Media Arts Field-building Initiative.**

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 March 1, 2023. 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 12 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.

2. Attach documents to the *Attachments* form:

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/>

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

The Attachments

ATTACHMENT 1: To this button attach a **narrative** (no more than 5 pages in length) 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").

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. Throughout the narrative, you may provide links to relevant information, as applicable.

- a) Your organization's **mission**. Include information for any organizations you propose to partner with on this project.
- b) Describe the **expertise and experience** that qualify your organization for this project, providing specific programming examples where possible.
- c) Provide figures for your **organization's total income and operating expenses** for the most recently completed fiscal year.
- d) Your proposed **plans to administer** the Initiative and its related components in relation to its goal as well as the areas of special interest.

Be as specific as possible. Describe all significant components of the program, including your plans to address the elements outlined under Detailed Requirements on pages 3-5. Describe your plans for field meetings, convenings, forums, webinars, and training sessions. Describe how you will staff this project and discuss any proposed consultants, partners, or special resources that might be needed. In addition, provide examples of potential presenters from the independent film and media arts field, including new and existing resources or initiatives that you might feature.

- e) **Schedule** of key project planning and implementation dates.
- f) Describe how you will formulate and implement a **communications and outreach plan** that fulfills the scope of work and areas of interest.

ATTACHMENT 2: To this button, attach **information about key organizational partners and individuals** to be involved in the project (maximum five pages). The file name should include

the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

- For organizations, provide:
 - A brief description of the organization.
 - Describe the role the organization will have in the project.
 - Where possible, include hyperlinks to the organization website or other relevant information about the organization.
- For individuals, provide:
 - A brief biography and professional title, if applicable, of the individual.
 - Describe the role the individual will have in the project.
 - Where possible, include hyperlinks to the individual's website, or other relevant information about the individual.

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 \$100,000.

ATTACHMENT 4: To this button, attach a brief sampling of **support material** that can provide evidence of your ability to serve as the Cooperator for this project. This may include, but is not limited to, publications, website material, video samples or documentation of previous activities, reports, or other items that can help in the review of your application.

Attach one PDF with web links to these relevant materials. 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 site that requires material to be downloaded (e.g., Dropbox). The file name should include the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

3. Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, log on to Grants.gov and go to the Forms tab on the Manage My Workspace page. Click the "Sign and Submit" button under the Forms tab. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**

3. Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed. Retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.

4. Verify that your application was validated by the Grants.gov system. Go to **Track My Application** to confirm the validation and track the progress of your application submission through Grants.gov. Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.

Award Administration

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.

Travel Policy

Travel costs (including lodging, meals, and incidental expenses) for program participants, as well as officials or employees of the Cooperator, must be reasonable and allowable in accordance with 2 CFR 200.475 and 41 CFR 301-10, and 2 CFR 200.1 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (Upon request, the selected organization must submit a copy of this policy, if it exists, to the Office of Grants Management before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or cost share/matching funds can be used to support federal staff, federal contractors, or National Council on the Arts Members' travel.

*The requirements of [2 CFR 200.475](#) and [41 CFR 301-10](#); and [2 CFR 200.1](#) (Participant Support Costs) will apply to this agreement. **Please read these requirements carefully before applying, as travel is a substantial component of this proposal.***

Crediting Requirement

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

Subsequent Cooperative Agreements

The NEA may enter into subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

General Terms and Conditions

NEA Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#). Subgranting is not permitted as part of this Cooperative Agreement.

Project Reporting and Evaluation

Before applying, please review the [reporting requirements](#).

Agency Contacts

If you have questions about *programmatic requirements*, contact:
Jax Deluca, NEA Director of Media Arts
202/682-5742 or delucaj@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 Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail 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 our Program Solicitations 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.

OMB No. 3135
Expires 10/31/2022