

Program Solicitation: National Endowment for the Arts Musical Theater Songwriting Challenge for High School Students

Proposal Receipt Deadline: July 28, 2022

The National Endowment for the Arts (NEA) requires organizations to submit their proposals 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

The NEA’s [Musical Theater Songwriting Challenge for High School Students](#) (the “Songwriting Challenge”) provides an opportunity for high school students to create the lyrics and music for an original musical theater song of their own, and participate in mentorship activities with professionals in the field.

The program began in 2016 as an opportunity for students in three cities to showcase their songwriting talents and compete for the opportunity to take part in a final competition in New York City. After research showed that there was no existing national musical theater songwriting competition for high school students, the program was expanded to welcome applications from eligible high school students across the United States. From 2017-2021, the Songwriting Challenge was administered by The American Theatre Wing through a cooperative agreement, in partnership with Concord Theatricals, Disney on Broadway, iHeartRadio, and the National Music Publishers Association S.O.N.G.S. Foundation. Winners were provided with a coaching team consisting of a mentor and music director to hone the student’s original song into a Broadway-ready composition. Their songs were recorded by Broadway musicians and vocalists in New York City, distributed on streaming music platforms, and compiled into a songbook. In 2020 and 2021, the program was conducted virtually, due to the COVID-19 pandemic, with mentorship sessions conducted via video conference.

Since the Songwriting Challenge began, the program has reached an increasingly diverse range of students. In order to achieve the NEA’s and partners’ goals of providing deeper engagement to a greater number of students from diverse backgrounds and historically underserved communities, the next phase of the program will include online feedback and workshops for all entrants. The program will provide opportunities for entrants to learn more about musical theater songwriting and sharpen their songwriting skills, as well as engage with professional musicians, singers, songwriters, and producers. Students whose songs are selected as the winning entries will have the opportunity to participate in intensive one-on-one songwriting mentorships to further develop their songs, as well as experience their original song performed by professional musicians and singers for an audience.

The NEA is seeking an organization to coordinate and administer the Songwriting Challenge. This organization will manage all aspects of the program, including the development and dissemination of online educational materials and information about the program to engage potential applicants and encourage them to apply, as well as coordination of the interactive learning sessions and competition, and production of a performance featuring the winning songs.

NOTE: Throughout this Program Solicitation, there are numerous references to in-person events and activities. Our hope is that these in-person events will occur, in accordance with relevant health guidelines. However, it is expected that all such events 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 Cooperator will plan events to minimize or avoid cancellation costs that might occur if activities cannot be conducted in-person, since such costs cannot be included in the project budget.

Scope of Work

The purpose of this Program Solicitation is to select an organization (“Cooperator”) to coordinate and administer the 2023 Musical Theater Songwriting Challenge for High School Students in conjunction with the NEA. In brief, the Cooperator will:

1. Provide project management, including financial management, for the Songwriting Challenge.
2. Coordinate activities among project partners to promote the project, develop online educational materials, and recruit eligible high school students to apply.
3. Assist in the development and implementation of a communications plan for the project.
4. Coordinate the interactive learning sessions and competition adjudication processes, utilizing a web-based application platform.
5. Manage and produce a live-streamed and recorded performance of the winning songs to take place in Summer 2024, with related ancillary events.

Detailed Requirements

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

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

The Cooperator will:

- Prepare a project plan, detailed budget, and schedule for the series of activities relating to the Songwriting Challenge.

- Consult with NEA staff to ensure that the program aligns with NEA priorities.
- Provide the NEA Project Director with project updates in a mutually-agreed-upon format and timeline.
- Conduct outreach nationally to promote the Songwriting Challenge to high school students.
 - Produce educational materials and engagement workshops as a recruitment tool for students interested in learning about musical theater songwriting and applying to the Songwriting Challenge. Sessions will be targeted at reaching students in all US States and jurisdictions, with a special effort made to reach historically underserved students.
 - Assist in the development and implementation of a communications plan for the Songwriting Challenge, including awareness campaigns, student recruitment efforts, and competition announcements.
 - Utilize materials provided by the NEA, and tailor for use as needed. Manage distribution of materials through partners, online, and other media channels.
 - Disseminate information about the program through organizations such as regional, state, and local arts agencies; arts service organizations; music, musical theater, and theater organizations; and schools or other educational programs around the country
 - In coordination with the NEA, provide public relations and social media leadership to build local and regional awareness.
 - In coordination with the NEA, support efforts to announce the winners.
- Coordinate the Songwriting Challenge adjudication process from preliminary screening of approximately 150 expected applications to selection of winners.
 - Verify applicant eligibility and implement an application adjudication process utilizing the NEA-approved rubric. Applicants will submit materials through an accessible web-based platform developed or contracted by the Cooperator. The NEA will specify student eligibility criteria and application requirements.
 - Provide technical support and assistance to applicants.
 - Engage well-known artists and producers to participate as mentors, and as adjudicators in the review process. Provide names and biographies of mentors and adjudicators to the NEA in advance for approval.
 - Coordinate review and individual feedback for all student submissions.
 - Disseminate feedback to applicants, with the option for students to do further work on their songs, based on the reviewer feedback.
 - Coordinate interactive learning sessions for students who submit a second draft of their songs in response to feedback. The total number of students participating in this phase of the program is expected to be approximately half of the initial applicant pool.

- Manage the final adjudication panel process using NEA-defined criteria to select up to 10 Songwriting Challenge winners to present to the NEA for approval.
 - Conduct virtual master classes for winning participants, open for all participants to watch.
 - Ensure NEA conflict of interest standards are enforced throughout the adjudication process.
- Manage and produce a performance of the winning songs for a small invited audience of approximately 100 to take place in Summer of 2024, in a location and venue to be mutually agreed on by the NEA and the Cooperator.
 - Identify and contract with an accessible venue. The Cooperator will work with this facility to ensure effective communication and a clear outline of roles and responsibilities.
 - Arrange and pay for all air or other appropriate travel; ground transportation to and from airports/train stations, hotels, and all planned ancillary events; and per diem including lodging (up to three nights) for up to 10 winners and one chaperone per student.
 - Develop and produce materials for the winners' song presentations; schedules; sound design; signage; invitations; programs; and other relevant materials. The Cooperator is responsible for making sure that all of the necessary materials, services, and equipment to carry out the winners' performance are available.
 - Identify and contract with, as needed, any vendors necessary to carry out the performance such as professional musicians, singers, songwriters, production assistants, food and beverage providers for subsistence, and consultants.
 - Plan and arrange for any ancillary events. The Cooperator is responsible for any room rental costs as well as any necessary payments for guest artists and technicians.
 - Arrange for the performance to be recorded and live streamed.
- Ensure that all program activities and event locations are programmatically and physically accessible for all participants, including:
 - The application and adjudication processes;
 - Workshops and mentorship activities, including feedback;
 - Performances and events:
 - Provide programmatic accessibility accommodations, including but not limited to closed and/or live video captioning, other assistive aids and devices, live captioning and equipment for captions display for in-person events, sign language interpretation, and large-print programs.
 - Confirm that all event locations are fully physically accessible in compliance with the Americans with Disabilities Act, as amended as well as Section 504 of the Rehabilitation Act.

- 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 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 non-Songwriting Challenge activities. The Cooperator must seek approval for any consultants or vendors before they are engaged.
- Obtain any necessary rights, permissions, licenses, and releases as appropriate to the project (the “Rights”). The Rights may include, but are not limited to, permissions for audio, video, visual images, and/or music. 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 any requirements provided by the NEA.
- No later than 120 days after the completion or termination of the Cooperative Agreement, submit electronically 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).

Responsibilities of the NEA Project Director

The NEA Project Director will:

- Advise and assist the Cooperator throughout the course of the Songwriting Challenge project. Work with the Cooperator to refine project timeline, plans, budgets, division of responsibilities, and event(s) schedule(s).
- Coordinate the transfer of Songwriting Challenge information from the previous Cooperator to the new Cooperator to ensure a smooth transition of the program. Information may include: details on the guidelines and adjudication process; partner information; and names and contact info for program alumni, among others.
- Develop the Songwriting Challenge submission guidelines, application adjudication process, eligibility criteria, and a scoring rubric that will be used by reviewers.
- Ensure program is in alignment with NEA Chair priorities, the NEA Strategic Plan, and the NEA Equity Action Plan, as appropriate.

- Approve application reviewers as well as the list of students advancing to the final competition and the final winner(s).
- Approve the date(s), location(s), and schedules of all project events and any ancillary activities.
- Review and approve the proposed vendors necessary to carry out the program, such as professional musicians, singers, songwriters, production assistants, food and beverage providers for subsistence, and/or consultants.
- Coordinate with the NEA Office of Public Affairs and the Cooperator to develop a comprehensive communications plan, including messaging, promotional materials, videos, marketing language, and press releases.
- Act as liaison between the Cooperator and other NEA staff (e.g., Office of Public Affairs) involved in the project.

Estimated Schedule

The schedule below is a preliminary, tentative schedule only. The NEA will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized. It is anticipated that the timeline will generally follow the 2023-24 school year calendar.

November 2022 - February 2023	Cooperator refines project plans, budget, and schedule with the NEA.
March 1, 2023	Earliest allowable start date for project activities.
March - August 2023	Cooperator develops online songwriting curricular materials; publicizes program.
September - October 2023	Pre-application student workshops. Submission period opens to students. Cooperator makes arrangements for application review and adjudication.
November - December 2023	Workshops for all applicants. Applications are reviewed and feedback is prepared for applicants.
December 2023 - January 2024	Students receive feedback from adjudicators. Arrangements for the performance are finalized.
February 2024	Deadline for students to turn in second song drafts. Small group interactive learning sessions for students.

Spring 2024	Winning songs are selected. Virtual master classes conducted for winners, open to all applicants to watch and participate in moderated Q&A.
June/July 2024	Winners' performance and related activities, venue TBA.
August 31, 2024	Period of Performance ends.
Within 120 days of the end of the Period of Performance	Submit Final Reports.

Award Information

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$160,000, contingent upon the availability of funds.

This Cooperative Agreement does not require cost share/matching funds. However, any project costs beyond the amount above must be covered from non-federal sources other than the NEA.

Period of Performance

Project activities may begin on or after March 1, 2023, and may extend for up to 18 months.

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

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 NEA "[Legal Requirements](#)" at the time of application.
- Have at least three years of experience in performing arts presenting and producing prior to the application deadline.

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

You may apply to other NEA funding opportunities, including to Grants for Arts Projects, in addition to the Musical Theater Songwriting Challenge for High School Students program solicitation. In each case, the request must be for a **distinctly different project**.

Application Review

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

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

- Potential for this activity to be carried out at the highest level of artistic quality including the applicant's commitment to and experience with musical theater songwriting, educational materials development, and event production.

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

- Degree to which the project correlates to the applicant's mission and programs.
- Quality and clarity of the project design and event production plans.
- Ability to adjudicate an artistic competition with a panel review.
- Ability to carry out the project on time and within budget including the appropriateness of the budget.
- Qualifications and experience of staff involved in the project.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chair of the NEA. 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.

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

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 July 28, 2022.** We strongly recommend that you submit by July 18, 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: NEAPS2201

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

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: Musical Theater Songwriting Challenge.

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 18 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 your **Application Narrative** (up to 5 pages) that addresses the points below. The file name should indicate 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 project. Please organize your response a), b), c), etc. and use the boldfaced language below as a heading for each item.

- a) Your organization's **mission** and how it relates to this program. Include information for all organizations you propose to partner with. Describe your organization's networking and communications capabilities, especially as they relate to the musical theater and songwriting fields.
- b) Your organization's **experience** in coordinating and producing musical theater or educational programs and events. Describe your organization's ability to adjudicate an artistic competition with a panel review and develop online curricular materials. Note any major musical theater or songwriting events that you have produced or presented in the past three years.

- c) **Proposed project activities.** Be as specific as possible. Describe your plans for accomplishing all aspects of the project as detailed in the Scope of Work and Detailed Requirements section of the Program Solicitation.
- d) **Schedule** of key project planning and implementation dates.
- e) Describe any **special efforts** your organization will undertake to raise awareness on state and national levels about the Songwriting Challenge, or any unique resources that you will bring to the project.

ATTACHMENT 2: To this button, attach **brief bios** (a maximum of two to a page) for the key personnel to be involved in this project. The file name should indicate 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 indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$160,000.

ATTACHMENT 4: To this button, attach a PDF with one or two recent examples of **programmatic material** that provides evidence of your experience in coordinating projects and producing events that are relevant to this project. The file name should indicate the name of your organization or a recognizable acronym followed by "ProgExamples" (e.g., "ABCOrgProgExamples").

You may provide web links to these 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).

Leave all remaining Attachment buttons blank.

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 up to four 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](#).

Project Reporting and Evaluation

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

Agency Contacts

If you have questions about programmatic requirements, contact:

Greg Reiner, Director of Theater and Musical Theater
202/682-5482 or reiner@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, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at Support. The Grants.gov Contact Center is available 24 hours per day, seven days a week.

Reporting Burden

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