

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

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Table of Contents

Introduction ..... 2

    Step 1: Fill out the Application for Federal Domestic Assistance (SF-424 Mandatory)..... 3

    Step 2: Fill out the Disclosure of Lobbying Activities (SF-LLL)..... 6

    Step 3: Complete and Attach Required Items to the Attachments Form ..... 7

The Attachments..... 8

    Attachment Button 1: Staffing List ..... 8

    Attachment Button 2: Board Membership List ..... 8

    Attachment Button 3: Revenue Sources Information Form..... 9

    Attachment Button 4: Application Narrative..... 9

    Step 4: Submit items electronically through Grants.gov ..... 10

Additional Help ..... 11

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

---

## Introduction

We use a staggered, multi-year review for Partnership Agreements. For FY 2023, the National Assembly of State Arts Agencies will complete an **off-year** application.

**A complete application for off-year applicants consists of the following:**

- Application for Federal Domestic Assistance (SF-424 Mandatory)
- Disclosure of Lobbying Activities (SF-LLL)
- Attachments Form to which you have attached:
  - Staffing List
  - Board Membership List
  - Revenue Sources Information form
  - Application Narrative with links to online support materials

Application narratives should not refer reviewers to any other application materials that you submit.

**Completing Grants.gov forms**

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

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

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**Step 1: Fill out the Application for Federal Domestic Assistance (SF-424 Mandatory)**

1. Items 1a-d default to certain selections; do not change them.

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

3. **Applicant Identifier:** This is for your own use or you can leave blank.

4., 5., and 6.: Leave blank.

**7. Applicant Information:**

a. Legal Name: The name provided here must be the applicant's legal name 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. (Do not use your organization's popular name, if different.)

b. 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.

c. Organizational Unique Entity Identifier (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.**

d. 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.

In the Zip/Postal Code box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at <https://tools.usps.com/zip-code-lookup.htm>.

e. Organizational Unit: Leave blank.

f. Name and contact information of person to be contacted on matters involving this application: Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

---

awarded. 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.

**8a. Type of Applicant:** Select the item that best characterizes your organization from the menu in the first drop down box. An additional description is optional.

**9. Name of Federal Agency:** This has been pre-populated.

**10. Catalog of Federal Domestic Assistance Number:** This has been pre-populated.

**11. Descriptive Title of Applicant's Project:** Enter "Partnership Agreement".

**12. Areas Affected by Funding:** Leave blank.

**13. Congressional District Information:**

a. Applicant: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2-character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your jurisdiction has a single Delegate, enter your 2-character state/territory abbreviation and "-000." If you need help determining your district, visit the House of Representatives website at [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

b. Project: Leave blank.

**14. Funding Period:** Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your Partnership Agreement. The start date should be the first day of the month, and the end date should be the last day of the month. The period of performance may start on or after July 1, 2023. Generally, a period of performance of up to two years is allowed.

**15. Estimated Funding:**

a. Federal: Enter "0."

b. Match: Leave blank.

**16. State Executive Order 12372 Process:** Applicants should check box c: "Program is not covered by E.O. 12372.")

**17. Is the Applicant Delinquent on Any Federal Debt?:** Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. If your response is "yes," click on the "Yes" box and include an explanation with your application.

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

---

**18. Authorized Representative:** Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. 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. By clicking the "I Agree" box in Item 18, 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 of these guidelines.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

**Stop after item 18. Do not add attachments.**

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

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**Step 2: Fill out the Disclosure of Lobbying Activities (SF-LLL)**

Items **1.-3.** default to certain selections; do not change them.

**4. Name and Address of Reporting Entity:** Provide the requested information for the reporting entity. Include Congressional District, if known.

**5. If Reporting Entity in No. 4 is Subawardee:** Leave blank.

**6. Federal Department/Agency:** Enter "National Endowment for the Arts."

**7. Federal Program:** This has been pre-populated.

**8. Federal Action Number, *if known*:** Leave blank.

**9. Award Amount, *if known*:** Leave blank.

**10. a. Name and Address of Lobbying Registrant:** Provide the requested information for the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered federal action. If not applicable, enter "N/A" in the fields for First Name, Last Name, Address 1, and City.

**b. Individual Performing Services:** Enter the name of the individual performing services, and include an address if different from 10 (a). If not applicable, enter "N/A" in the fields for First Name, Last Name, Address 1, and City.

**11. Authorized Representative:** Provide the requested information for the AOR (Authorized Organization Representative) who will be submitting the Partnership Agreements application to Grants.gov. This should be the same person listed as the AOR on the Application for Federal Domestic Assistance (SF-424 Mandatory). The "Signature" and "Date" boxes will be populated by Grants.gov upon submission of the application.

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

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### Step 3: Complete and Attach Required Items 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.

- All attachments are documents (e.g., narratives, lists) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF files.**
  - Do not create PDFs of your electronic documents by scanning. **Do not embed non-printable media files (video and/or sound) in your PDF documents. Static images (e.g., pictures) are acceptable.** Do not enable any document security settings or password-protect any PDF file you submit to us.
  - No attachment should be more than 2 MB.
- For non-form documents, label pages clearly with the name of the item (e.g., Staffing List) and your organization's legal name. 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.
- **Name your files as indicated below and attach them in the proper order.** Limit file names to 50 characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, and period. You cannot change the name of a file on the Attachments Form. Therefore, please make certain that each file is named correctly **before** you attach it. **Your organization name (or acronym) must be included in each file name** (e.g. "ABCArtsCouncilStaff").

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Attach the proper file to the proper button as listed below.

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

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## The Attachments

### Attachment Button 1: Staffing List

To this button, attach a one-page **Staffing List**. The file name should include the **name of your organization** or a recognizable acronym followed by "Staff" (e.g., "**ABCArtsCouncilStaff**").

Label the page clearly with your organization's legal name and "Staffing List." Set your page up with two columns with these headings: 1) Name, and 2) Position Title/Area of Responsibility.

Provide the requested information on all professional staff. Include both salaried and contractual personnel (including Arts Education and Folk & Traditional Arts staff), with the exception of artists who spend more than 50% of their working time away from your offices.

- Place "(504)" in parentheses by the name of the staff member who serves as your organization's 504 coordinator.
- Indicate by asterisk (\*) personnel who are one or more of the following: American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Black or African American; or Hispanic or Latina/o.

Example:

<b>Name</b>	<b>Position Title/Area of Responsibility</b>
Jane Doe *	Executive Director
John Smith (504)	Director for Education

### Attachment Button 2: Board Membership List

To this button, attach a one-page **Board Membership List**. The file name should indicate the **name of your organization** or a recognizable acronym followed by "Board."

Label the page clearly with your organization's legal name and "Board Membership List." Set your page up with four columns with these headings: 1) Name, 2) Occupation, 3) City, and 4) Arts Interest/Affiliation.

Provide the requested information on all board members.

- Indicate by asterisk (\*) members who are one or more of the following: American Indian or Alaska Native; Asian; Native Hawaiian or Other Pacific Islander; Black or African American; or Hispanic or Latina/o.
- Indicate by a cross (+) members who also are office holders.



**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

Example:

<b>Name</b>	<b>Occupation</b>	<b>City</b>	<b>Arts Interest/ Affiliation</b>
Mary Smith +	Lawyer	Springfield	Board, ABC Dance Company
Bill Doe *	Business Owner	Sunnyvale	Visual Arts Patron

**Attachment Button 3: Revenue Sources Information Form**

**[DOWNLOAD FORM](#)**

To this button, attach the Revenue Sources Information form. The file should indicate the **name** of your organization or a recognizable acronym followed by "Revenue." When completing this form, include entire organizational budget figures, not just NEA dollars.

**Attachment Button 4: Application Narrative**

To this button, attach an **Application Narrative** of up to one page in length that describes your organization's activities for the last year and outlines any changes your organization, plans, or process. The file name should indicate the **name of your organization** or a recognizable acronym followed by "Narrative." Label the page clearly with your organization's legal name and "Application Narrative."

**LEAVE ALL FOLLOWING ATTACHMENT BUTTONS BLANK**

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

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## Step 4: Submit items electronically through Grants.gov

Be certain that you are satisfied with your application before you click submit. **No revisions to are possible through Grants.gov once submitted. After submission, the only way to update items in your application is to create a new application. The NEA will only review your most recently submitted application.**

We strongly suggest that you submit your application well before the deadline to provide ample time to resolve any problems you might encounter.

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. Navigate to the **Forms** tab on the **Manage Workspace** page:
  - Once the forms are filled out and the **Form Status** column says "Passed," they will be ready for submission.
    - Important note: The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the [Forms Tab](#) help article.
  - Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
  - The AOR must click **Sign and Submit** to submit the application. Detailed instructions can be found [here](#).

After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.**

3. **Verify that the application was validated by the Grants.gov system.** Take a screenshot of the validation confirmation for your records.

You can track the progress of your application submission through Grants.gov in one of three ways:

- Check the [progress bar](#) in Workspace. When your application has been successfully received, the bar will be green, and a check mark will appear in each bubble.
- When logged in to Grants.gov, click the Check Application Status link under the Applicants drop-down menu and search for the submitted application.
- When not logged in to Grants.gov, go to [Track My Application](#) and enter your Grants.gov Tracking Number. Then click the Track button to see the status listings of the valid tracking number entered. This function will only work if you have a tracking number.

For more information about checking Grants.gov application status and a complete list of statuses, see [here](#).

**Partnership Agreements: National Services  
FY23 Application Instructions OFF YEAR**

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## Additional Help

For additional help on how to use Grants.gov, see the Grants.gov website at [Support](#). You also can send email to the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call them at 1-800-518-4726, 24 hours a day, and 7 days a week.

For specific help on how to complete your application, review the instructions in these guidelines or contact:

- Lara Holman Garritano at [garritanol@arts.gov](mailto:garritanol@arts.gov) or 202-682-5586

**REMINDER:**

Following the notification of funding offers (anticipated to be April 2023), all applicants must complete and submit a Partnership Agreement Budget for NEA review. Instructions and deadlines will be provided with the notification of funding.