

## Program Solicitation: Poetry Out Loud National Finals Competition

**Proposal Receipt Deadline: January 17, 2023**

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

Through this Program Solicitation, the National Endowment for the Arts (NEA) seeks a Cooperator to produce and administer the 2024 Poetry Out Loud (POL) National Finals competition to take place in Spring 2024 in Washington, DC.

The National Finals are the culmination of the nationwide [Poetry Out Loud](#) program that encourages hundreds of thousands of high school students each year to learn about classic and contemporary poetry through memorization and performance. Students select, memorize, and recite poems from an anthology and compete for the title of National Poetry Out Loud Champion. The program starts at the local level, with competitions hosted by schools, libraries, or non-profit organizations. Local winners advance to a state and/or regional competition, and ultimately to the National Finals, where one student from every state, American Samoa, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands compete for the national championship.

Poetry Out Loud is supported by many partners. The NEA and the Poetry Foundation support the day-to-day administration of the program and create educational materials for students, teachers, and organizers. Additionally, the Poetry Foundation will fund awards for both state and national finals; support costs for the hotel and competition venue rental, all reception and banquet expenses, judges' dinner, student and chaperone per diems and local DC travel; and pay for and coordinate student and chaperone travel to/from Washington, DC. State Arts Agencies facilitate the implementation of the program in high schools and organizations nationwide; and organize state competitions during the school year. The Cooperator selected through this Program Solicitation will work with the NEA and the Poetry Foundation to produce the National Finals competition and coordinate other aspects of the program such as engaging vendors to produce educational POL toolkit materials.

### Scope of Work

The Cooperator will produce and coordinate the three-day (3-day) 2024 POL National Finals competition, in conjunction with the NEA and its partners. The National Finals will take place in Spring 2024 in Washington, DC.

In brief, the Cooperator will:

- Produce the semi-final and final student competitions (the “National Finals”), including the production of a live webcast of the National Finals.
- Coordinate program components such as participant registration and other events for program participants.

The Cooperator will conduct the program in compliance with the NEA General Terms & Conditions and the National Policy Requirements, including [Federal civil rights laws and policies](#).

NOTE: If activities in this program solicitation are scheduled to take place in-person, they must occur in accordance with applicable 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 Cooperator 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 POL Program Manager.

The Cooperator will consult with and 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.
- Prepare a project plan, detailed budget, and schedule for the series of events associated with the National Finals. The three-day (3-day) program will include two days of student competitions as well as other special events. Special events may include a welcome banquet, guest poet book signing, state POL coordinators’ meeting, a Congressional event, judges’ dinner, and a post-competition reception.
- Produce the National Finals competitions.
  - The Cooperator will serve as the primary point of contact with the 2024 National Finals venue(s), including a competition venue accommodating approximately 800-1,200 attendees; and hotel(s) for special event activities and participant accommodations, as well as work in partnership with these facilities to ensure effective communication and a clear outline of roles and responsibilities. The NEA

- and Poetry Foundation will inform Cooperator of venue contacts once they are in place.
- Develop and produce materials for the National Finals including a run of show; rehearsal schedules; program scripts; plaques; trophies; medals; signage; banners and placards; invitations; programs and inserts; registrant folder materials for state champions, chaperones, and state partners; and appropriate poetry binders for American Sign Language interpreters, prompters during the semifinals and finals, and each participating judge.
  - Contract with, as needed, vendors for the National Finals, including but not limited to an onsite event project manager, director, host(s), production assistants, photographer, teleprompter, sign-language interpreters, and musicians.
  - Secure approval from the NEA Project Director of any staff, consultants, contractors, vendors, or partner organizations that will be working on this program, before they are engaged. Provide payments to consultants and other contractors in a timely manner.
  - Arrange for and coordinate a live webcast of the National Finals competition and engage a videographer to produce edited video footage of the program. The video production team will work with the NEA's Office of Public Affairs to stream the webcast at [arts.gov](http://arts.gov).
  - Contract with, as needed, vendors for complete video editing, graphic design, and production of competition footage.
  - Ensure appropriate documentation of the National Finals.
  - Assist with event follow-up activities, including trophy engraving and photo distribution.
  - Manage logistics relating to the National Finals and other aspects of the program.
    - Implement an online and in-person registration process for National Finals attendees.
    - Serve as the primary point of contact among state champions, chaperones, and other attendees, for registration and all event logistics.
    - Additionally, serve as the primary contact for competition venue and hotel(s), for all event and contract logistics.
    - Serve as primary contact for host(s) and musical guest(s), ensuring activities are coordinated; provide detailed schedules and other appropriate logistical information to the host(s) and musical guest(s) prior to the events.
    - Ensure state champions, chaperones, and other attendees have accessibility accommodation requests met throughout the duration of the National Finals events, which could include language interpretation or translation; large-print programs; closed and/or live video captioning; and other assistive aids or devices.

- Confirm that all event locations are fully accessible in compliance with the Americans with Disabilities Act, as amended as well as Section 504 of the Rehabilitation Act.
- Confirm that the competition venue is free to the public.
- Coordinate pre- and post-competition receptions for participants and project partners, as well as a judges' dinner.
- Attend the National Finals events and provide staffing assistance where needed.
- Engage a graphic designer and publisher to develop digital and, as necessary, limited hard copy educational toolkit materials for State Arts Agencies related to the program.
- Maintain regularly updated, detailed, and accurate records of all activities carried out under the Cooperative Agreement. Provide the NEA Project Director with project updates, in a mutually agreed upon format and schedule.
- 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 audio, video, visual images, and musical performances. Permissions for the poems will be coordinated and secured by the Poetry Foundation. 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.
- 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.

- Secure NEA’s prior written 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.
- 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), and a Geographic Location of Project Activity Report (GEO).

**The NEA Project Director will:**

- Work with the Cooperator to refine the project plans, budget, and schedule of all program components.
- Provide the Cooperator with contact information for the venue and hotel reserved to host the 2024 National Finals.
- Coordinate all activities with the Poetry Foundation and participating State Arts Agencies.
- Identify all semifinals and finals judges with the Poetry Foundation, and serve as the judges’ primary contact for onsite activities. The Poetry Foundation will contract with judges and manage travel, as necessary.
- Provide input and approvals for all National Finals program and production elements.
  - Select, with input from the Cooperator and the Poetry Foundation, a host(s) and all talent (director, musicians, etc.) contracted for National Finals events.
  - Review and approve the rehearsal schedule, scripts, and running order for National Finals events.
  - Approve staff, consultants, contractors, and others engaged in carrying out all aspects of the project.
- Provide communications expertise and staffing for press announcements and media events.
- Develop, manage, and implement a scoring system for semifinals and finals competitions.
- Serve as a liaison between the Cooperator and the Poetry Foundation as well as other NEA staff who may be involved in this project. This includes coordination with the NEA Office of Public Affairs to:
  - Provide communications expertise and staffing for press announcements and media events.
  - Provide crediting language as appropriate.
- Distribute National Finals footage to the State Arts Agencies and student state champions.

- Review project activity reports and plans to document the National Finals program.
- Provide text and images, and review drafts and proof copies for the 2024-25 POL educator toolkit materials.

## Estimated Schedule

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

Summer 2023	Cooperator refines project plans and schedule with NEA Project Director.
Summer/Fall 2023	NEA provides Cooperator with information and updates on the 2023-2024 POL program.
Winter 2024	Cooperator develops online registration tools, works on logistics for the National Finals events, and finalizes contracts.
Spring 2024	Cooperator finalizes all plans for the events and all ancillary activities, in conjunction with the NEA Project Director. In coordination with the NEA and Poetry Foundation, cooperator confirms dates and venues for the 2025 National Finals events.
April/May 2024	2024 POL National Finals events in Washington, D.C.
The morning after the conclusion of the National Finals events.	Provide high-resolution video files of individual recitations suitable for website usage to the NEA. Specific file requirements to be determined in consultation with the contractor and NEA.
No later than 3 weeks after the National Finals events.	Provide raw video from the webcast and other video to the NEA.
Late Spring/Early Summer 2024	Develop educational toolkit materials for the 2024-25 school year.
No later than 120 days after the completion or termination of the Cooperative Agreement.	Submit Final Reports to the NEA.

## Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$247,200, contingent upon the availability of funds. This Cooperative Agreement does not require cost share/matching funds.

## Period of Performance

This Cooperative Agreement will begin on or after July 1, 2023, and may extend for up to 14 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 NEA's [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:

- Potential for this activity to be carried out at the highest level of artistic quality including the applicant's demonstrated track record in event production and presentation.
- Quality and creativity of the proposed approach to this program

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 event production plans and project design.

- 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 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 April 2023.

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 January 17, 2023.** We strongly recommend that you submit by January 7, 2023, 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.
- **It is a federal requirement that awardees maintain current registrations with SAM throughout the application and award processes. Therefore, all NEA awards are contingent on active SAM registration, the NEA will not be able to issue an award if you have an expired SAM.gov registration on September 1, 2023.**
- **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](mailto: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](mailto: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: NEAPS2204**

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 login. 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 with your Organization’s name, 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.

**EMAILS:** 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.

**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:** 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, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

**b. Address:** Use Street 1 for your organization's physical street address. This address must be identical to the physical address that you used with SAM (System for Award Management). Only use Street 2 for your organization's mailing address if it differs from the SAM 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>.

**c. Web Address:** Provide your organization's website. Information provided here will be used for administrative purposes only, and will not be provided to panelists for review. Links provided in your attachments as support materials will be used in panel review.

**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:** The Congressional District that you enter here must match with the Congressional District that shown in the Business Information section of your organization's SAM (System for Award Management) record.

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/jurisdiction abbreviation and "-000." If you need help determining your district, go to [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

## 6. Project Information:

**a. Project Title:** Enter: Poetry Out Loud National Finals

**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 July 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 14 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 contact information, including an email address that will be valid through the announcement date for your category. Optional: Select a Prefix (e.g., Ms., Mr.)

## 8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a Sponsored Research, Sponsored Programs, or Contracts and Grants Officer. For the Telephone number field, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.)

This individual may be the same as the Project Director. If this is the case, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. If the Primary Contact/Grant Administrator is the same as the Authorizing Official, complete all items under both 8 and 9 even though there will be some repetition.

## 9. Authorized Representative:

Enter the requested information for the AOR (Authorized Organization Representative) who is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.)

The AOR must have the legal authority to obligate your organization (e. g., be a senior member of the staff such as an Executive Director, Director of Development). See [specific requirements](#) for who can serve as an AOR for colleges and universities.

Contractors/consultants, including grant writers, or administrative support staff cannot serve as an AOR.

**NOTE: 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 of the guidelines.

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

## 2. Attach documents to the *Attachments* form:

The "Attachments Form" is where you will attach documents that you have completed and saved as PDF files elsewhere on your computer.

Important tips:

1. 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 for free:

<http://get.adobe.com/reader/>

2. No attachment should be more than 2 MB.
3. 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.

### **Types of Attachments:**

#### **1. Documents**

Attachment 1 (Narrative), Attachment 2 (Bios), and Attachment 4 (Support Info) **must be submitted as PDF files. Do not submit DOC or DOCX files.**

- PDF 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.
- Label all pages clearly at the top with your organization's legal name and the name of the item (e.g., Narrative, Bios, etc.).
- Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page.
- Leave a margin of at least one inch at the top, bottom, and sides of all pages.
- **Pages should be singled-spaced, using a 12-point font size.**
- Do not type in all capital letters.
- Do not include links to websites that require material to be downloaded (e.g., Dropbox) in any part of your application.

## 2. **Forms**

Attachment 3 (Project Budget) is an NEA fillable form you will find linked below. This form can be downloaded, filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

## 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** and how it relates to this program.
- b) Your organization's **experience** in producing and presenting literary or performing arts events. Note any major public literary or performing arts 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 this Program Solicitation.

Your proposed plans for **presenting and producing the 2024 POL National Finals** program, including the competitions, banquet and reception, and other activities. If you are proposing a specific producer(s), please note them and the degree of their commitment. Discuss any proposed consultants, partners, or special resources that might be needed.

- d) **Schedule** of key project planning and implementation dates.
- e) Your organization's **experience in** producing, or overseeing the production of, webcast quality **videotaping** of live arts performances. Describe your organization's experience in **webcasting** live events or performances for national audiences and in obtaining all necessary rights/permissions to do so.

**ATTACHMENT 2:** To this button, attach brief **bios** (at least three per page) for the key personnel to be involved in the project. 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](#). 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 \$247,200.

**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.

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 navigate to the **Forms** tab on the **Manage Workspace** page:
  - When the **Form Status** column says "Passed," your application 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](#). **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.**
  - 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 Numbers. Then click the Track button to see the status listings of the valid tracking numbers 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](#).

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 Reports by the due date(s) for all NEA grant(s) previously received.

### Travel Policy

Travel costs (including lodging, meals, and incidental expenses) 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.***

### 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 (4) 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:  
Lauren Miller, Program Manager  
[millerl@arts.gov](mailto:millerl@arts.gov)  
(202)-682-5490

If you have questions about *award administration*, contact:  
Office of Grants Management  
[grants@arts.gov](mailto: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](mailto: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](mailto: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.

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