

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: ALL APPLICANTS

Table of Contents

Introduction	2
ON and OFF-YEAR Applicants:	4
Step 1: Fill out the Application for Federal Domestic Assistance (SF-424 Mandatory).....	4
Step 2: Fill out the Disclosure of Lobbying Activities (SF-LLL).....	7
Step 3: Complete and Attach Required Items to the <i>Attachments Form</i>	8
ON-YEAR APPLICANTS: The Attachments	9
Attachment Button 1: Staffing List	9
Attachment Button 2: Board Membership List	9
Attachment Button 3: Application Narrative.....	10
Attachment Button 4: Strategic Plan	13
Attachment Button 5: Changes in Conflict of Interest/Appeals.....	14
Attachment Button 6: Poetry Out Loud Plan.....	14
OFF-YEAR APPLICANTS: The Attachments	15
Attachment Button 1: Staffing List	15
Attachment Button 2: Board Membership List	15
Attachment Button 3: Application Narrative.....	16
Attachment Button 4	16
Attachment Button 5: Changes in Conflict of Interest/Appeals.....	16
Attachment Button 6: Poetry Out Loud Plan.....	16
ON and OFF-YEAR APPLICANTS.....	18
Step 4: Submit items electronically through Grants.gov	18
Updates	19
Additional Help	19

Introduction

We use a staggered, multi-year review for State Arts Agency (SAA) Partnership Agreements. The organizations listed below as on-year applicants are required to submit full-scale applications, while SAAs listed below as off-year applicants have simplified requirements.

ON-YEAR SAAs FOR FY 2023:

American Samoa, Arizona, California, Colorado, Connecticut, Florida, Hawaii, Maine, Maryland, Massachusetts, Montana, New Hampshire, New Mexico, North Carolina, North Dakota, South Carolina, Tennessee, Virgin Islands, Virginia

A complete application for **on-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*
 - Application Narrative*
 - Strategic Plan*
 - Changes in Conflict of Interest/Appeals
 - Poetry Out Loud Plan

Items with an asterisk will be reviewed by Partnership Agreements reviewers. Other submitted items are for administrative use only. Application narratives should not refer reviewers to any other application materials that you submit.

OFF-YEAR SAAs FOR FY 2023:

Alabama, Alaska, Arkansas, Delaware, District of Columbia, Georgia, Guam, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Jersey, New York, Northern Marianas, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Dakota, Texas, Utah, Vermont, Washington, West Virginia, Wisconsin, Wyoming

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*
 - Application Narrative* (Up to 2-pages)
 - Changes in Conflict of Interest/Appeals
 - Poetry Out Loud Plan*

Items with an asterisk will be reviewed by Partnership Agreements reviewers. Other submitted items are for administrative use only. Application narratives should not refer reviewers to any

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: ALL APPLICANTS

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.

ON and OFF-YEAR Applicants:

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.

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: ALL APPLICANTS

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 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 territory has a single Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, visit the House of Representatives website at 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. This should include adequate time to administer and close out all subawards made with NEA and/or cost share/matching funds. 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 contact the State Single Point of Contact for Executive Order 12372 to determine whether this application is subject to their

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: ALL APPLICANTS

state's intergovernmental review process. The U.S. Office of Management and Budget (OMB) maintains a list of official State Single Points of Contact designated by the States to review and coordinate proposed federal financial assistance and direct federal development. See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>

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.

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.

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.

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.
- 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, make certain that each file is named correctly **before** you attach it. **Your agency 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.

The required attachments for ON-YEAR and OFF-YEAR Applicants differ.

ON-YEAR APPLICANTS CAN FIND THEIR INSTRUCTIONS IMMEDIATELY BELOW.

OFF-YEAR APPLICANTS SHOULD GO TO PAGE 15 TO FIND THEIR INSTRUCTIONS.

ON-YEAR APPLICANTS: 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, and Poetry Out Loud Coordinators), 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:

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

Following this information, **provide a link to the enabling legislation, executive order, or comparable documentation** that shows that your organization is officially designated the State Arts Agency responsible for:

1. Developing a statewide arts plan and establishing arts and cultural policy with statewide impact; and
2. Coordinating and administering all financial support received from the National Endowment for the Arts and the State in conjunction with the SAA Partnership Agreement.

Attachment Button 2: Board Membership List

To this button, attach a one-page **Board Membership List**. The file name should include 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.

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: ON-YEAR APPLICANTS

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.

Example:

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

Attachment Button 3: Application Narrative

To this button, attach an **Application Narrative**. The file name should include the **name of your organization** or a recognizable acronym followed by "Narrative." Label each page clearly with your organization's legal name and "Application Narrative."

Application narratives must not exceed **12 numbered pages in length, including the budget chart**. Provide URL links to support/supplementary material that is referenced in your narrative. Use links in moderation and be sure they direct reviewers only to supplemental materials rather than additional narrative content.

The [Review Criteria for State Arts Agencies](#) will be used in the review of your Application Narrative.

Do not include information on Poetry Out Loud as part of your Application Narrative. This information is requested separately as Attachment 6.

A. Overview

Describe **major developments or conditions** in your state – e.g., economic, cultural, demographic, educational, geographical, political – as well as your organization's placement within state government – that have an impact on your organization's planning and operations.

B. Planning Process

Provide specific, explicitly stated facts and figures about the methods employed to reach and involve participants. Include the number, dates, times, and locations of constituent meetings, numbers of participants, and which sectors they represent.

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: ON-YEAR APPLICANTS

Any discussion of reaching and serving underserved communities should identify those constituencies your organization considers underserved and describe your efforts to engage these communities.

Information required by Section 5(g) of the National Endowment for the Arts' legislation is indicated with an asterisk (*) in the list below.

1. Describe your organization's **most recent planning process**, including:
 - The design and structure of the process;
 - Efforts undertaken to include a wide range of constituents in the planning process, including but not limited to those in underserved communities, artists, arts organizations, educators, state agencies, community groups, disability groups, businesses, municipal and tribal governments, and/or the regional arts organization serving your state;
 - How members/representatives of underserved communities were invited into and involved in the planning process;
 - The efforts your agency made to engage constituents through a variety of means such as public meetings, surveys, interviews, and the use of electronic and/or social media as relevant to various constituent groups*.
2. Discuss the **recommendations and priorities** for your state plan that resulted **from the public meetings*** and other forums.
3. Describe your **organization's response to these recommendations***, and the ways in which the response was communicated to the public – including but not limited to references in the state plan.
4. Describe how the planning process was informed by **metrics** or other relevant information (e.g., program and/or organization evaluations) used to **measure and monitor your organization's progress** in relation to the state plan.

Also, describe how those served, including underserved groups, are included in the evaluation process, how outside experts are involved in your evaluation activities, and any changes that your organization plans to make to its programs and services based on this information.

5. Provide here a link to your **Strategic Plan**.
 - If your discussion of accomplishments relates to an earlier plan, provide here a link to the **earlier** plan as well.
 - If you have a **work plan or program implementation plan** developed to complement your Strategic Plan, also provide a link here.

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: ON-YEAR APPLICANTS

- If you are providing links to more than one plan, identify which Strategic Plan the implementation plan complements.

C. Plan Implementation and Accomplishments

1. Without reiterating your plan, which reviewers will see in full, briefly describe your organization's **priorities** for the upcoming three-year period (i.e., until the next time your organization is designated as on-year and up for full application review) and the leadership your organization is undertaking to achieve those outcomes.
2. Describe your organization's **most significant programs, activities, and accomplishments** in relation to your state's current or most recent strategic plan.

We welcome hearing about your accomplishments in the areas of: education, any collective, systematic approaches or efforts in the state and/or state-wide plans for arts education, reaching underserved communities, folk & traditional arts, equity, physical and programmatic access, diversity, preserving cultures, technology, military, healthcare, social services, rural, aging, youth, housing, and community development, to name but a few areas in which state arts agencies work. Do not overlook discussing more internal organizational work such as introduction of new funding categories or completion of long-term programming, which also may also qualify as among the most significant accomplishments of your organization. The aforementioned programmatic themes are listed as prompts to get you thinking about your organization's most significant accomplishments.

Any discussion of reaching and serving **underserved communities** should identify those constituencies your organization considers underserved and describe your organization's efforts to engage members of underserved communities.

NOTE: Poetry Out Loud program information is requested separately in Attachment 6 for a different office to review. Do not address it in this narrative.

3. **FOLK ARTS PARTNERSHIP:** Describe your organization's plans to support stable, outreach-driven programs that are responsive to your state's diverse folk & traditional arts heritage.
 - Note how you will support folk & traditional arts in your state, including any grant programs (e.g., apprenticeships, etc.), fieldwork/research, technical assistance, and cultural sustainability programs for traditional artists. If your organization does not currently have a folk & traditional arts program, describe your plans to develop a program in phases over the next three years.
 - Describe your outreach to folk & traditional arts stakeholders (e.g., artists, community leaders, folklorists, other organizations, etc.) to facilitate field-building and to inform your organization's programming or activities.

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: ON-YEAR APPLICANTS

- Describe your staffing plans to support your proposed activities. For SAAs that partner with a nonprofit organization to carry out this programming, or contract this work, describe how the partner will undertake this work and note any agreements that are in place.
- Describe the extent to which you will provide a cost share/match (e.g., 1:1, 10:1, etc.) to the partnership funds received from the NEA to support your proposed activities.

4. Where objectives or goals were not met or were only partially met, explain why.

5. Program Investment

On the last page of your narrative, provide a one-line description of each of your organization's categories, programs, or initiatives for the first fiscal year of the proposed agreement, with projected federal and non-federal dollar allocations.

- Identify with a "Y" those categories that are required by and/or for which allocations are determined by your legislature.
- You may use footnotes to explain the use of funds in support of Poetry Out Loud activity, as relevant.
- Include sub-categories and sub-totals as necessary to demonstrate the connection between budget allocations and your application narrative.

Example:

Name / Description of program / initiative	Projected Partnership Agreement \$ Allocated	Projected Non-Partnership Agreement \$ Allocated	Is this program Legislatively Determined?
Program name	\$XX,XXX	\$XXX	Y/N

Attachment Button 4: Strategic Plan

To this button, attach a single file that includes the two items below. The file name should include the **name of your organization** or a recognizable acronym followed by "Plan." Label each page clearly with your organization's legal name and "Strategic Plan."

1. **The Strategic Plan document.** The plan should convey your organization's mission, vision, goals, objectives, major strategies, and evaluation plans. If your organization has just completed a new plan, and your accomplishments relate to an earlier plan, attach the **new** plan here. You will have an opportunity to link to the former plan in your narrative.
2. If you have an organization work plan or program implementation plan developed to complement your Strategic Plan, provide a link.

Attachment Button 5: Changes in Conflict of Interest/Appeals

If applicable, to this button attach your **Changes in Conflict of Interest/Appeals** document. Submit this item only if there has been a change in your conflict of interest policies or appeals process since you last applied for a Partnership Agreement. The file name should include the **name of your organization** or a recognizable acronym followed by "Changes." Label each page clearly with your organization's legal name and "Changes in Conflict of Interest/Appeals."

Attachment Button 6: Poetry Out Loud Plan

To this button, attach your **Poetry Out Loud Plan**. The file name should include the **name of your organization** or a recognizable acronym followed by "PoetryOutLoud." Label each page clearly with your organization's legal name and "Poetry Out Loud Plan." Submit no more than two pages.

- Describe the activities proposed for 2022-2023 including the anticipated geographic reach and timetable.
- List the name, position/title, telephone number, and email address of your Poetry Out Loud coordinator. If program coordination is contracted out, list both the contractor's information and the name of the main SAA supervisor/contact.
- For more information about running a statewide Poetry Out Loud program, see [Poetry Out Loud State Partnership Agreement Information](#).

LEAVE ALL FOLLOWING ATTACHMENT BUTTONS BLANK.

ON-YEAR APPLICANTS: Go to Page 18 for instructions on how to submit your application.

OFF-YEAR APPLICANTS: 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, and Poetry Out Loud Coordinators), 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:

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

Following this information, **provide a link to the enabling legislation, executive order, or comparable documentation** that shows that your organization is officially designated the State Arts Agency responsible for:

1. Developing a statewide arts plan and establishing arts and cultural policy with statewide impact; and
2. Coordinating and administering all financial support received from the National Endowment for the Arts and the State in conjunction with the SAA Partnership Agreement.

Attachment Button 2: Board Membership List

To this button, attach a one-page **Board Membership List**. The file name should include 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.

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: OFF-YEAR APPLICANTS

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.

Example:

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

Attachment Button 3: Application Narrative

To this button, attach an **Application Narrative** of up to two pages in length. The file name should include 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."

Describe your organization's activities for the last year and outline any changes to your organization, plans, or process. Include information about your organization's Folk & Traditional Arts activities.

Attachment Button 4

Leave this attachment button blank.

Attachment Button 5: Changes in Conflict of Interest/Appeals

If applicable, to this button attach your **Changes in Conflict of Interest/Appeals** document. Submit this item only if there has been a change in your conflict of interest policies or appeals process since you last applied for a Partnership Agreement. The file name should include the **name of your organization** or a recognizable acronym followed by "Changes." Label each page clearly with your organization's legal name and "Changes in Conflict of Interest/Appeals."

Attachment Button 6: Poetry Out Loud Plan

To this button, attach your **Poetry Out Loud Plan**. The file name should include the **name of your organization** or a recognizable acronym followed by "PoetryOutLoud." Label each page clearly with your organization's legal name and "Poetry Out Loud Plan." Submit no more than two pages.

Partnership Agreements: State Arts Agencies
FY23 Application Instructions: OFF-YEAR APPLICANTS

- Describe the activities proposed for 2022-2023 including the anticipated geographic reach and timetable.
- List the name, position/title, telephone number, and email address of your Poetry Out Loud coordinator. If program coordination is contracted out, list both the contractor's information and the name of the main SAA supervisor/contact.
- For more information about running a statewide Poetry Out Loud program, see [Poetry Out Loud State Partnership Agreement Information](#).

LEAVE ALL FOLLOWING ATTACHMENT BUTTONS BLANK.

ON and OFF-YEAR APPLICANTS

Step 4: Submit items electronically through Grants.gov

Be certain that you are satisfied with your application before you click submit. **No revisions 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](#).

Updates

By December 1, 2022, on-year applicants have the option of submitting an update (up to one page) on any significant developments affecting the SAA subsequent to submitting the application. Updates should focus only on information relevant to application review, such as changes to the organization operating environment, budget, key leadership/staff, strategic planning, and notable accomplishments. Email updates to: NEAStateRegional@arts.gov.

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.

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 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 or 202-682-5586

For questions specific to **Folk Arts Partnership**, contact:

- Cheryl Schiele at schielec@arts.gov or 202-682-5587 or
- Clifford Murphy at murphyc@arts.gov or 202-682-5726

For questions specific to **Arts Education**, contact:

- Nancy Daugherty at daughern@arts.gov, or 202-682-5521

For questions specific to **Poetry Out Loud**, contact:

- Lauren Miller at millerl@arts.gov, or 202-682-5490

For **Access for individuals with disabilities**:



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