	February Grants for Arts Projects (GAP 1)	July Grants for Arts Projects (GAP 2)
Part 1: Grants.gov	February 9, 2023 *at* 11:59 pm ET	July 6, 2023 *at* 11:59 pm ET
Part 2: Applicant Portal window	*From* 9 am ET on February 14 *through* 11:59 pm ET on February 21, 2023	*From* 9 am ET on July 11 *through* 11:59 pm ET on July 18, 2023

Register (Finalize at least several weeks before the Part 1 deadline)
☐ Register with Login.gov
☐ Register/Renew with the System for Awards Management
☐ Register/Renew with Grants.gov

Apply
Full application instructions for each artistic discipline can be found at the bottom of the How to Apply page.

Part 1: Grants.gov
☐ Submit the **Application for Federal Domestic Assistance/Short Organizational Form** through Grants.gov Workspace

Part 2: Applicant Portal
☐ **Username and Password:** Log in to Grants.gov, and go to "Check My Application Status" to collect your Grants.gov tracking number and agency tracking number to use as your login.

☐ **Complete and submit the Grant Application Form (GAF) in the NEA's Applicant Portal.**
Items with an asterisk (*) are required.
  ☐ Tab 1: View Application Data

  ☐ Tab 2: Organization Info
    ☐ Subtab 1: Organization Details
      ☐ Legal/IRS Name*
      ☐ Popular Name
      ☐ For this application, are you serving as the Parent of an Independent Component?
        ☐ If yes, provide the name of the Component
      ☐ Year Founded*
      ☐ Mission of Your Organization*
      ☐ Organizational Context for Project Activities*
    ☐ Subtab 2: Organization Budget
      ☐ Organization Budget Form*
      ☐ Fiscal Health*
  ☐ Tab 3: Arts Programmatic History
    ☐ Years 1-3*
    ☐ Representative Examples Years 1-3*

- ☐ <u>Tab 4: Project Details</u>
  - ☐ Subtab 1: Project Activity
    - ☐ NEA Discipline for Proposed Project*
    - ☐ Project Synopsis*
    - ☐ Project Description*
  - ☐ Subtab 2: Additional Project Details
    - ☐ Proposed Start/End dates*
    - ☐ Schedule of Key Project Dates*
    - ☐ Engagement with Intended Community, Participants & Audience*
    - ☐ Project Goals and Monitoring*
    - ☐ Other Project Information
  - ☐ Subtab 3: Project Partners & Key Individuals (*Up to 10, 1 is required*)
    - ☐ Individual or Partner Organization Name*
    - ☐ Proposed/Committed*
    - ☐ Individual/Partner Organization Type*
    - ☐ Individual Bio/Partner Description*

- ☐ <u>Tab 5: Project Budget</u>
  - ☐ Amount Requested*
  - ☐ Subtab 1: Project Expenses*
  - ☐ Subtab 2: Project Income*
  - ☐ Additional Project Budget Notes

- ☐ <u>Tab 6: Additional Items</u>
  - ☐ Varies by discipline – please refer to the Instructions document for full details

- ☐ <u>Tab 7: Items to Upload</u>
  - ☐ Varies by discipline – please refer to the Instructions document for full details

- ☐ <u>Tab 8: Organization & Project Data</u>
  - ☐ Applicant Organization Discipline*
  - ☐ Applicant Organization Description*
  - ☐ Preparedness Plans*
  - ☐ Project Activity Type*
  - ☐ Organizational Leadership/Staffing Question
  - ☐ Proposed Beneficiaries
    - ☐ Race/Ethnicity
    - ☐ Age Ranges
    - ☐ Underserved Groups/Communities

Resources

- ☐ Go to the Applicant Resources page to watch the GAP webinar and GAF tutorial
- ☐ Review important information about Accessibility and Civil Rights requirements
- ☐ Contact discipline staff with any questions