

Arts and Artifacts Indemnity Program

International Indemnity September 2024

APPLICATION INSTRUCTIONS

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Access for individuals with disabilities:



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International Indemnity

How to Apply

Read these instructions carefully before completing your application. No indemnification agreement may be entered into unless a completed application has been received in accordance with the provisions of Public Law 94-158 (20 USC 973). Only applications that provide thorough answers to each question can be considered for a Certificate of Federal Indemnity.

For information about eligibility, the content of your application, or the Indemnity Program in general, contact:

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Submitting an application is a multi-step process.

- **Register** with [Login.gov](https://www.login.gov), System for Award Management ([SAM](https://www.sam.gov)) at [SAM.gov](https://www.sam.gov), and [Grants.gov](https://www.grants.gov) or renew/verify these registrations. Download the [registration guidance PDF](#) for instructions. **Registration can take several weeks.**
- **Part 1:** Submit to Grants.gov the “Application for Federal Domestic Assistance/Short Organization Form.” This is a brief form that will collect very basic information about your organization. A direct link to the Grants.gov Opportunity Package is included further down in this section page.
- **Part 2:** Submit the required application materials through the NEA’s Applicant Portal. This web form is where you will upload the majority of your application material (e.g. Narrative, facility reports, lists, images, etc.).

Login.gov, SAM, Grants.gov (Part 1), and the NEA’s Applicant Portal (Part 2) are separate online systems.

These instructions provide all of the information that you need to submit an application. We urge you to read these instructions in their entirety before you begin the application process.

Application Calendar

To allow time to resolve any problems you might encounter, we strongly recommend that you submit your application to Grants.gov by at least August 31, 2024, ten days prior to the Part 1 deadline.

All deadline times are Eastern. Be sure to double check the deadline time and convert it to the correct time in your time zone.

APPLICATION PART	DATE
Part 1: Grants.gov	September 9, 2024 11:59 pm ET
Part 2: NEA Applicant Portal <i>Opens</i>	September 11, 2024 9:00 am ET
Part 2: NEA Applicant Portal <i>Closes</i>	September 13, 2024 11:59 pm ET

Part 1: can be submitted anytime up to the date listed above for Part 1.

Part 2: can be submitted via Applicant Portal access available only during the dates listed above for Part 2. You cannot access the portal until the first day in the window.

Application Part 1: Submit the *Application for Federal Domestic Assistance—Short Organizational Form (SF-424)* to Grants.gov

You will use Grants.gov Workspace to complete Part 1 in Grants.gov. For a detailed guide on how to use Workspace, see [here](#).

1. Access the grant opportunity package with the *Application for Federal Domestic Assistance—Short Organizational Form* on Grants.gov by clicking on the link below:

Funding Opportunity Number 2025FCAH01

2. The Grants.gov “View Grant Opportunity” screen will open, click the red “Apply” button. **If the Apply button is grey or you receive a “bad request” error, please see [further instructions on how to troubleshoot](#).**
3. You will be prompted to log in. 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 name, then
 - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you can begin working on the application.

Grants.gov is a government-wide portal, and NEA staff does not have control of, or administrative access to, the site. If you experience technical issues with grants.gov, please contact grants.gov directly at 1-800-518-4726 or via email support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#) or [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Step 1: Complete the Form

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 for Federal Domestic Assistance/Short Organizational Form 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:** Leave blank; this will be filled automatically with the date that you submit your application.
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.)

If an exhibition is being shown at several venues, one organization should apply on behalf of all participants. The Federal Council on the Arts and the Humanities (Federal Council) requires that the applicant must have previously organized at least one museum-caliber exhibition containing objects borrowed from one or more public and/or private collections.

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.

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. **Do not submit a 12-digit EIN/TIN.**

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](#). Do not enter a DUNS number as your UEI. **The UEI you enter here must match the UEI associated with your organization's SAM record that was used as part of your Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the congressional district where the applicant organization is physically located. The congressional district that you enter here must match with the congressional district shown in the Business Information section of your organization's SAM record.

Use the following format: two-character state abbreviation-three-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 two-character state/jurisdiction abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter the title of the exhibition.

b. Project Description: In two or three brief sentences, provide a concise description of your exhibition. Include the subject matter, type of objects to be included (paintings, sculpture, manuscripts, etc.), those responsible for organizing the exhibition, and catalogue author(s).

NOTE: This field on the form has a character limit of 1,000, including spaces. Even if you have less than 1,000 characters, Grants.gov may translate special characters (e.g. apostrophe, question mark) in a way that will cause your application to be rejected. We strongly encourage you to write a succinct project description and double check the number of characters.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for the total period for which you are requesting indemnity coverage (typically, this is one month prior to the public opening, and one month after the public closing, of the exhibition; if additional time is needed, justify the extended dates within the Narrative, Question 1). The indemnity time period begins on the date that condition reports are prepared and signed, typically prior to initial packing at the lender location, and may include the time objects are in transit and while on exhibition. Indemnity coverage ends on the date that condition reports are completed, typically upon return to the location designated by the lender, or as determined by the Federal Council.

NOTE: The Federal Council rarely approves coverage for a total indemnity period greater than two years.

7. Project Director:

Provide contact information, including an email address that will be valid through the indemnity period. 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 indemnity that may be awarded. 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 or consultants, including grant writers, or administrative support staff cannot serve as an AOR.

By clicking the "I Agree" box at the top of Item 9, this individual certifies that:

- Information contained in this application, including all supporting materials, is true and correct.
- Valuations for objects requested for indemnity are accurate and represent current values to the best of his/her/their knowledge.
- Dated loan agreements, including U.S. dollar valuations and agreement to federal indemnity, will be in his/her/their hands prior to completion of the first condition report of each indemnified object to start the indemnity period.

NOTE: 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.

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

Step 2: Submit the Form via the Grants.gov Workspace

Be certain that you are satisfied with your *Application for Federal Domestic Assistance/Short Organizational Form* before you click submit. No revisions to your form are possible through Grants.gov once it is submitted.

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

Navigate to the **Forms** tab on the **Manage Workspace** page:

- Once the form is filled out and the **Form Status** column says "Passed," it will be ready for submission.
 - **Important:** 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.**

Step 3: Confirm Part 1 Application Submission

Verify that Part 1 of 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.

See more information about how to [check your application status](#) and a complete list of statuses.

Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties. Failure to successfully submit the Application for Federal Domestic Assistance/Short Organizational Form through Grants.gov will make you ineligible to complete Part 2 of the application process.

Part 2 of your application will be submitted through the NEA's Applicant Portal. Instructions on how to access the portal, including how to find your username and password can be found on the next page.

Application Part 2: Submit the *Grant Application Form* through the Applicant Portal

You will use the NEA's Applicant Portal to complete Part 2 of the application process.

You will only be able to complete Part 2 of the Domestic Indemnity application process if you have successfully submitted Part 1 of the application to Grants.gov by the appropriate deadline.

You will not have access to the Applicant Portal until the Part 2 application window opens as described in the calendar. However, **we urge you to use this document to prepare your responses and material well in advance** so you will have them ready to upload once the system opens.

Step 1: Access the Applicant Portal

Log on to the Applicant Portal at: <https://applicantportal.arts.gov>

- **User Name = Grants.gov Tracking Number (Example: "GRANT38906754")**
 - Your Grants.gov tracking number is assigned to you by Grants.gov at the time you submit Part 1 of your application.
 - A confirmation screen will appear in Grants.gov once your submission is complete.
 - Your Grants.gov tracking number will be provided at the bottom of the screen.
- **Password = Agency Tracking Number/NEA Application Number (Example: "1425736")**
 - The NEA assigns the number to your application 1-2 business days after you submit Part 1 of your application.
 - The AOR may retrieve the number by following these steps:
 - Log on to Grants.gov. If you are already logged in, log out and back in again.
 - Under Grant Applications, select *Check Application Status*.
 - Look for your Grants.gov Tracking Number and select *Details* under the Actions column.
 - You'll be taken to the Submission Details screen to find your Agency Tracking#/NEA Application Number.
 - NOTE: Check Application Status is a separate feature from Track My Application at Grants.gov.

The User Name and Password can only be used by one person at a time in the Applicant Portal. If multiple people use the User Name and Password at the same time to work on an application, data will be lost.

Technical information for using the Applicant Portal:

- The Applicant Portal is best viewed in the following browsers: Chrome 58+, Firefox 54+, or Microsoft Edge 44+. You should only open the Applicant Portal in one browser at a time to enter information. Cookies and JavaScript may need to be enabled for you to successfully view the site. You might also need to disable AdBlocker and/or similar software.
- Most problems can be solved by changing your browser.

- Be sure to first copy and paste any text into Notepad (if you're using a PC) or TextEdit (if you're using a Mac) before copying it into the Applicant Portal. This will strip away any HTML coding that may add unwanted additional characters to text (however, any formatting you had will be deleted). These additional characters can be added due to some special characters such as ampersands, quotation marks, apostrophes, and angle brackets.
- Limit character counts by using a solution other than special characters (e.g. instead of using quotation marks for titles of works, put them in italics), using only one space at the end of sentences, and limiting the use of tabs.
- Click "Save" and log off if you plan to leave the Applicant Portal with work in progress. Your session will deactivate after a period of time and you could lose content.
- You may use the "Print" function in the upper right corner to create a printable version of your application at any point during the application process. You may save this as a separate file by either choosing "Save as PDF" from your print dialogue box, or by copying and pasting into a separate document. We strongly recommend that you save a final copy right after you click Submit.

View the [Grant Application Form Tutorial](#) to assist you in completing the online form.

Step 2: Fill out the Grant Application Form

Upload the items listed below to the Applicant Portal by **11:59 p.m., Eastern Time, on September 13, 2024.**

- Item 1: Indemnity Narrative, including floor plans, facility reports, etc.
- Item 2: Identification and U.S. Dollar Value of Non-United States-Owned Objects Requested for Indemnity
- Item 3: Identification and U.S. Dollar Value of United States-Owned Objects Requested for Indemnity
- Item 4: Identification of Objects Not Requested for Indemnity
- Visual Documentation

Important Tips:

1. **Password protect each file** (e.g. PDF, Excel) before you upload it to the Applicant Portal. This feature generally is located through the "File" tab of each program. **Use the same password for each file. After completing Part 2, email this password to the Indemnity staff at: loikop@arts.gov and hoffmand@arts.gov.**
2. File names must not: exceed 100 characters; begin with a space, period, hyphen, or underline; or contain these characters: #%&{\}<>?*~/ \$!""'+`=|"@.
3. When you upload your files, you will find a field into which you will have the option to enter information into a Title and Description box. Enter the name of the file in the Title box. Each descriptive field should provide only a brief overview of the item as a whole.

4. There is a limit of 250 MB for all of your Part 2 application materials combined.
5. Submit your application. You can confirm that your application was received when you log in to the Applicant Portal. On the first screen it will say “Submitted” if your application has been received. If your application has not yet been received, it will say “In Progress.”

Item 1: Indemnity Narrative

Your Narrative must address the items below as they relate to objects/venues requested for indemnity.

Narrative Formatting

- Use the boldfaced numbers/sub-numbers and headings below to organize your response for each section.
- Label all pages clearly with your organization’s legal name and “Indemnity Narrative”.
- No page format should exceed 8-1/2 x 11 inches. Do not reduce type below 12-point font size. Do not type in all capital letters. Number pages sequentially.
- Convert your file to PDF before uploading.
- The file name should indicate the name of your organization or a recognizable acronym followed by “Indemnity Narrative” (e.g. “ABCOrganizationIndemnityNarrative”)
- **Password protect each file** (e.g. PDF) before you upload it to the Applicant Portal
 - This feature generally is located through the “File” tab of each program
 - **Use the same password for each file (e.g. Narrative, spreadsheet, visual images)**
 - **After completing Part 2, email this password to the Indemnity staff at:**
loikop@arts.gov and hoffmand@arts.gov

1. Title, Places, and Dates of Exhibition

The Federal Council generally limits coverage for a single exhibition to five venues (or fewer, depending upon the type and condition of the objects) and/or two years or less. The Federal Council requires that participating venues must have previously organized or hosted at least one museum caliber exhibition, with loans from public and/or private collections. Indemnity should not be requested for inaugural exhibitions in new buildings or substantially renovated spaces.

In your Narrative, for section 1:

- a. Include the exhibition title, and specific venue, city, state, country, and dates, where and when it will be viewed, even if all venues are not requested for indemnity.
 1. If indemnity coverage is requested to begin or end at a site other than the lender location, indicate specific site and dates.

2. If indemnified objects will be placed in temporary storage at any time during the indemnity period, give dates and the facility to be used, and within the applicable Narrative sections fully describe how objects will be cared for and protected (the Federal Council may determine storage periods to be ineligible for indemnity coverage).
 - b. Explain if indemnity coverage for any object is requested for specific time periods only (e.g. to not include inbound/outbound/interim transit, or, not be shown at all venues).
 - c. Explain if a foreign indemnity can indemnify in transit to or from the U.S., to begin or end with completion of condition reports in the U.S., for exhibitions with a foreign venue before or after the U.S. venue.

Note: Report modifications of the exhibition title and/or dates that occur after application submission to the Indemnity Administrator, even if the change is applicable to individual venues.

2. Total Value and Number of Objects Requested for Indemnity

- a. Total current U.S. dollar lender **value** of *all* objects requested for indemnity.
- b. Total **number** and U.S. dollar lender **value** of **non-U.S.-owned objects** requested for indemnity (check that these match the number of objects and USD requested in Question 12).
- c. Total **number** and U.S. dollar lender **value** of **U.S.-owned objects** requested for indemnity (check that these match the number of objects and USD requested in Question 13).
- d. Estimate of private/commercial insurance premium which would be required to cover objects requested for indemnity, if indemnity was not approved.
- e. Source of the insurance premium estimate.

3. Total Value and Number of All Objects in the Exhibition

- a. Total current estimated U.S. dollar **value** of *all* objects in the exhibition (include objects requested for indemnity, and objects not requested for indemnity).
- b. Total **number** of objects in the exhibition.

Note: In the event of disagreement between the Federal Council and the indemnitee regarding claims relating to partial loss, damage or reductions in value as a result thereof, the binding arbitration and appraisal procedures described in Section 1160.10 Regulations (45 CFR Part 1160) of the Arts and Artifacts Indemnity Act shall apply.

4. Exhibition Significance

If coverage is requested for non-U.S.-owned *and* U.S.-owned objects, **you must demonstrate that the non-U.S.-owned objects are integral and vital to the exhibition as a whole to justify application for International Indemnity**, otherwise, approval of the U.S.-owned objects may be

denied. This information is essential for the Federal Council to evaluate the significance and value of objects to be indemnified and their relationship to the exhibition.

In your Narrative, for section 4:

- a. With curatorial input, describe the nature/theme of the exhibition. State the significance and the educational, cultural, historical, and/or scientific value of the exhibition, and for the objects requested for indemnity, as a benefit to the American public.
- b. Explain how the risk of potential damage to the objects is justified by the purposes of the exhibition.
- c. Provide the name of the organizer, and the name and title of the staff curator responsible for the exhibition at each venue.
- d. Indicate if there will be a catalogue or publications and name the author(s).
- e. Describe related public activities planned in conjunction with the exhibition at each venue.

5. Packing, Shipping, Environmental, and Security Arrangements for Objects Requested for Indemnity

- **Immunity from Judicial Seizure:** Statute 22 U.S.C. 2459 and Executive Order 12047 authorize the U.S. Department of State to issue notices in the Federal Register to immunize certain cultural objects from seizure by judicial process. The objects must be imported into the United States pursuant to an agreement between the non-U.S. owner or custodian and a U.S. cultural or educational institution for a non-profit exhibition or activity. Prior to publication of the immunity notice, the Department of State must determine that the exhibition of objects is in the national interest, and that the objects are of cultural significance. **The Federal Council strongly recommends applying well in advance for this protection for all international loans.** To obtain further information, or to apply for such protection, contact: Office of the Legal Advisor for Public Diplomacy and Public Affairs, United States Department of State, www.state.gov.
- If a Certificate of Indemnity is awarded it will be based primarily on details provided in Question 5. The indemnitee must notify the Indemnity Administrator **in advance** to any change affecting the time period, list of objects, or arrangements for packing, shipping, handling, installation, environment, security, storage, etc. as stated herein, or subsequently submitted, for approval by the Federal Council before the Certificate can be amended. The Federal Council will NOT be responsible for loss or damage to an indemnified object occurring as a result of an unauthorized change.
- Indemnity is intended to cover objects in exhibitions for which the most professional and thorough “best practices” care in packing, shipping, handling, climate control, and security arrangements is provided. This section is a critical part of the application and will be examined very closely. If coverage is requested for both non-U.S. and U.S.-owned objects, describe arrangements for the non-U.S. first, followed by the U.S. For these

arrangements to be assessed it is essential that you state as completely as possible the policies, procedures, techniques, and methods to be employed with respect to the following categories (use the headings below to organize your response). Include descriptive charts, diagrams, and illustrations as applicable. You may include these items as part of Item 1 or as separate PDF uploads.

- When objects are specifically identified within the Narrative, include their corresponding numbers from list for Questions 12 and 13.
- Indicate if objects will not be exhibited at all venues (this should also be noted on the list for Question 12 and 13), and provide applicable logistics.
- If request does not include inbound, outbound, or interim transit for an object(s), provide general information for packing and shipping of the object(s) to ensure the Federal Council that proper protocols will be upheld to prevent possible damage to an object that may become evident only during the indemnity period.
- Indicate if objects will be transported from/to a location other than the lender.
- At the end of the Narrative include a current facility report (if via AAM: **version 2019** or newer) with all sections completed, for each venue, off-site storage facility and other location (other than the lender) that may be utilized regardless of the length of time indemnified objects will be located there during the indemnity period. Facility report data must be completed/verified and dated no earlier than six months preceding this application date.

5a. Packing arrangements at locations designated by the lender(s).

- For shipments containing materials subject to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), it is recommended to crate CITES objects separately from non-CITES objects to avoid possible delay in the event of CITES inspection.
- It is recommended that Tyvek not be used for wrapping to avoid possible incidents of “ghosting”, or if Tyvek is used, also use cotton twill or other material to decrease chance of Tyvek contact with object surface.
- Turtle crates must be locked while packed.

In your Narrative, for section 5a:

1. Provide name of the institution and/or company responsible for the initial packing and crating from the location designated by the lenders, and fully describe all interior and exterior packing and crating, citing specific materials (confirm adherence to EU and U.S. wood regulations) and methods, especially for each type of object (these may differ by lender), and if/how tracking devices will be utilized inside crates.

- i. Explain which objects will be glazed. Explain if glazing for any object is glass and not “museum glass”, and if yes, whether or not the glass can be replaced before the start of indemnity coverage.
2. Confirm that crates will acclimatize for at least 24 hours before unpacking at each location, including after return to lenders.
3. Confirm that pack/crate notes, with applicable photographs, will be recorded upon initial unpacking at the first venue and will be shared with participating venues.
4. Describe the location and conditions where empty crates/packing materials will be stored during the exhibition, including environmental statistics (depending on conditions, the Federal Council may require that empty crates acclimate to exhibition gallery conditions for 24-48 hours prior to packing).

5b. Shipping and security arrangements during transport.

- The Federal Council requires each conveyance vehicle containing indemnified objects be accompanied by a courier on board. Vehicles must never be left unattended.
- Generally, shipment of objects by "hand carry" is not approved.
- **DO NOT INCLUDE DATES OF TRAVEL FOR SHIPMENTS/COURIERS.**

In your Narrative, for section 5b:

1. Fully describe the shipping and security arrangements for the objects during transport, including the initial assemblage, transfer between sites, and return to the lenders.
2. Provide names of shipping companies (if using a coordinator, forwarder or sub-contractor, also provide names of companies operating vehicles in which objects will be transported), and conveyance vehicle specifications to be deployed (e.g. dual drivers, never unattended, air ride, alarms, locks, environmental controls, GPS, devices to track environment and vibration, etc.), to be used for all shipments. Do not include communication channels to be used between parties to report tracking.
 - i. Confirm vehicles will be locked at all times except for un/loading or in the event of an emergency necessitating access.
3. For air travel provide anticipated airlines (**but not flight numbers**) and airports to be used, names of shipping companies and their duties, and confirm tarmac supervision, for all flights.
4. Describe TSA screening location and procedures (personnel, methods, equipment, etc.) for crates prior to departing on flights from U.S. airports.
5. Provide anticipated titles/positions of couriers, and confirm that couriers will ride **on board** each conveyance vehicle.

5c. Packing and shipping arrangements for fragile objects (see also 12(B)).

For objects considered to be fragile and/or vulnerable to the hazards of loan, such as large and/or heavy works, oil on wood panel paintings, or objects comprised of multiple media:

1. Give accurate descriptions of present conditions, including name and qualification of person(s) responsible for making the assessment, and your means of verifying the satisfactory condition of these objects prior to the initial packing.
2. Describe special precautions to be taken for packing, shipping, handling, and installation to minimize the risk of damage.
3. For objects with one or more dimension beyond 10 feet/120 inches, explain if they disassemble to under 120 inches (give number of sections and size of each) for packing, crating, transit, and installation, and provide specific details as applicable.
4. For oil on wood panel paintings, describe climate conditions at the lender locations as known, and how the environment will be maintained throughout the indemnity period.

5d. Condition reports.

- All condition reports must be made during the indemnity period. It is preferred that condition reports at lenders be undertaken by a conservator, and generally is required that condition reports at museum venues be undertaken by a conservator.
- Submission of condition reports with the application is not required. However, an applicant is encouraged to provide a condition report for an especially fragile object as evidence of its stability. In the event of a claim for loss or damage condition reports must be available immediately for inspection by the Federal Council.
- If a Certificate of Indemnity is awarded, the indemnitee is responsible for confirming the stability of the objects for travel and, if necessary, to assure the Federal Council at any time during the indemnity period that conditions of objects correspond to the initial condition reports.

In your Narrative, for section 5d:

1. Confirm if a qualified professional has determined that objects are able to withstand the rigors of packing, shipping, and installation.
2. Indicate provisions for providing condition reports at the following points, giving the name and/or title of the person(s) responsible for filing the report:
 - i. Immediately prior to packing and shipping from the location of lender.
 - ii. Immediately upon delivery, after 24-hour acclimatization, and inspection at each venue.
 - iii. Immediately prior to packing and shipping from each venue.
 - iv. Immediately prior to packing and return shipping to location of lender.

- v. Immediately upon delivery, after 24-hour acclimatization, and inspection at location of lender.
3. If storage facilities will be used, indicate provisions for providing condition reports, as applicable.

5e. Climate control conditions (at exhibition venues and storage facilities).

Facility reports will be used as reference only. For each venue (include specific places in the building where indemnified objects will be located), and at each storage facility, provide detailed:

1. Specifications of the type, operation, and maintenance oversight of the climate control equipment.
 - i. Explain if chemicals are added to water that becomes steam introduced into the hot air ducts to humidify the gallery, and if so, what chemicals are used.
2. Temperature **to be set**: in degrees Fahrenheit and average 24-hour ranges; explain any recent discrepancies and methods used to correct and monitor.
3. Relative humidity **to be set**: percentage(s) and average 24-hour ranges; explain any recent discrepancies and methods used to correct and monitor.
 - i. Method to maintain RH in display cases, vitrines, etc., as applicable.
4. Light levels **to be set**: maximum level in foot-candles for each object type.
 - The Federal Council requires light meters be calibrated just prior to object arrival to ensure accuracy.
 - The Federal Council generally requires maximum levels Not to Exceed:
 - 25 fc/paintings
 - 5 fc/works on paper and sensitive materials
 - The Federal Council may require or recommend lower light levels for specific objects
5. Special precautions to be taken for objects susceptible to damage as a result of fluctuations or extremes in humidity, temperature and/or lighting (such as wood, furniture, works on paper, etc.).
6. Explanation if local construction projects in, at, and/or adjacent to buildings where indemnified objects will be located is anticipated during the indemnity period, and how activities that may affect objects (e.g. vibration, light exposure, heat, dust, etc.) will be avoided.

5f. Security arrangements (at exhibition venues and storage facilities).

- The Federal Council requires human presence 24-hours/7-days inside buildings where indemnified objects are located (except at lender location).

- Each approved participating venue must submit to the Indemnity Administrator a letter from its Chief of Security, endorsed by its Director, within 30 days preceding the opening of the exhibition at that venue, to certify that security arrangements remain as stated in the approved application or as subsequently submitted and approved.

Facility reports will be used for reference only. For each venue (include specific places in the building where indemnified objects will be located), and at each storage facility, describe:

1. Number of guards assigned to this exhibition area while the exhibition is open to the public. **At the end of the Narrative include a floor plan** of the exhibition galleries for each venue, indicating anticipated guard placement and their possible line of sight to indemnified objects. Also, approved applicants must provide a final floor plan no less than thirty days prior to the first object arrival at each venue. The Federal Council may require additional guard posts at any location.
2. Number of guards on duty in the building 24/7 while the exhibition is **not** open to the public.
3. How galleries will be protected, and if a guard will be present at each gallery entrance/exit to restrict access, during installation and de-installation.
4. Electronic surveillance and monitoring.
5. Fire protection measures, including if exhibition galleries and storage areas have sprinklers (describe type).
6. Installation plans, and related security, for objects by type/size/weight/double-sided objects, etc. Also include:
 - i. General and specialized installation equipment to be used.
 - ii. Security hardware such as hanging rods, screws, alarms, and vitrines, stanchions, pedestals, barriers (for each type of obstacle provide anticipated depth in inches between the outermost projection of objects and public reach), etc., to be used. The Federal Council recommends a minimum protective barrier depth of 30 inches.
 - iii. Other protective measures, and especially how to mitigate against seismic activity, for *all regions* of the country (even if normally not seismically active) wherever indemnified objects will be located (except at lender location).
7. Confirm that public programming with physical activities (e.g. performance, dance, music, yoga, etc.) will occur out of range of indemnified objects.

5g. Transit limit per conveyance (vehicle) of transportation.

The Federal Council permits a maximum of \$150 million of indemnified value per conveyance. In special circumstances, approved limits may be less than \$150 million. Value in excess of the amount indemnified must be insured by the indemnitee or other party.

1. Indicate the maximum value of indemnified objects to be transported in a single conveyance (vehicle) of transportation.

5h. Government Regulations, as applicable.

The Federal Council strongly encourages applicants to apply for all applicable permissions.

1. Indicate if, and by whom, application will be filed for immunity from judicial seizure through the U.S. Department of State.
2. Indicate if, and by whom, application will be filed for CITES permits through the U.S. Department of the Interior, Fish and Wildlife Services.
3. Describe, and indicate if, and by whom, application for other specific regulatory permissions will be filed, as may be required.

6. Other Insurance Arrangements

The maximum limit of indemnity coverage per exhibition is \$1.8 billion.

The Arts and Artifacts Indemnity Act requires the indemnitee be responsible for a deductible per exhibition of the first:

- \$15,000 for up to \$2 million in indemnified value;
- \$25,000 for more than \$2 million but less than \$10 million in indemnified value;
- \$50,000 for not less than \$10 million but less than \$125 million in indemnified value;
- \$100,000 for not less than \$125 million but less than \$200 million in indemnified value;
- \$200,000 for not less than \$200 million but less than \$300 million in indemnified value;
- \$300,000 for not less than \$300 million but less than \$400 million in indemnified value;
- \$400,000 for not less than \$400 million but less than \$500 million in indemnified value;
- \$500,000 for \$500 million or more in indemnified value.

In your Narrative, for section 6:

- a. State insurance, or other arrangements, including name(s) of the insurance company, to cover the applicable deductible and any value in excess of the amount approved for indemnity.

7. Financial Arrangements

- a. List the source(s) of assured or anticipated support to be used to cover the general expenses of organizing the exhibition.
- b. Describe the nature and amount of loan fees or other contractual arrangements (not including general costs of packing, shipping, logistics) in excess of \$10,000 for the entire exhibition with any lender to, or organizer of the exhibition, or with foreign governments representing lenders.

8. Previous Loss/Damage

- a. Describe any loss or damage over \$5,000 to permanent collection or borrowed objects (whether or not a claim was filed) incurred by the applicant, a participating venue, and/or storage facility named herein, during the three years prior to this application. For each loss/damage include:
 1. Location and date of the event.
 2. Nature and cause.
 3. Description and appraised value of the object(s) before and after the event.
 4. If litigation determined blame or negligence.
 5. Measures taken to prevent reoccurrence.

Should loss and/or damage be incurred by the applicant, a participating venue, and/or storage facility after this application is submitted, notify the Indemnity Administrator immediately.

9. Accreditation by the American Alliance of Museums (AAM)

Accreditation is not required to receive an indemnity. However, if an applicant or participating venue is not accredited, the Federal Council may request a statement from that venue describing its procedures for handling loss or damage, or other pertinent information.

In your Narrative, for section 9:

- a. State if each participating venue is accredited by AAM, and date of last accreditation.

10. Exhibitions Outside the United States

The Arts and Artifacts Indemnity Act permits U.S.-owned objects to be indemnified while on exhibition outside the U.S., however, preferably when they are part of an exchange of exhibitions between a foreign country and the U.S.

For exhibitions from the U.S. on exhibition abroad, priority will be given: 1) if an exchange of exhibitions is planned, and 2) if the responsibility for indemnity will be shared between the U.S. and foreign institution(s). An exchange of exhibitions can be conceived and planned concurrently by the U.S. and foreign institutions, or created in response within five years (e.g. the time lapse between the end of the first exhibition and the beginning of the second should not exceed five years). Both exhibitions should be of comparable importance.

- a. If this exhibition will take place outside the U.S., describe in detail the nature of the exchange, information about the exhibition being shown in the U.S. and any other insurance arrangements.
- b. If no exchange is planned, explain if the country in which this exhibition is to be shown has an indemnity program.
 - If a single exhibition contains objects U.S.-owned and non-U.S.-owned, and is to be shown at sites both in the U.S. and abroad, indemnity can be requested for

the U.S.-owned and non-U.S.-owned objects while on exhibition in the U.S., and for the U.S.-owned objects only while on exhibition abroad. However, priority for coverage will be given to joint exhibitions in which the responsibility for indemnity is shared by the U.S. and foreign institutions.

- c. If this application is for coverage of a single exhibition, with non-U.S.- and U.S.-owned objects on exhibition in the U.S., and U.S.-owned objects on exhibition abroad, include a statement to that effect in Question 6(b) of the Application for Federal Domestic Assistance/Short Organizational Form (Part 1), and:
 - i. In the Narrative, include all relevant application information (e.g. places and dates of exhibition; packing, shipping, security, environmental controls, provision of condition reports, facility reports, floor plans, etc.) for all venues in the appropriate sections.
 - ii. Include Question 12 (Identification and Valuation of Non-United States-Owned Objects Requested for Indemnity) for coverage of non-U.S.-owned objects while on exhibition in the U.S.; and Question 13 (Object Identification and Valuation for United States-Owned Objects Requested for Indemnity) for coverage of the U.S.-owned objects while on exhibition in the U.S. and abroad.

Indemnity under these guidelines does not cover exhibitions consisting solely of U.S.-owned objects on exhibition in the U.S., or solely of non-U.S.-owned objects on exhibition abroad.

11. Third Party Opinion of Lender Value for Objects Requested for Indemnity

The applicant must have lender values vetted by experts qualified to assess values for the requested objects, who are other than staff of the applicant, participating venues, lenders, or anyone directly involved with the exhibition. An expert may be, for example, personnel of an auction house or dealer, or an outside curator unaffiliated with the exhibition. An expert should identify conflicts of interest and recuse him/her/their self. If requested objects are of two or more types, cultures, time periods, etc., it may be necessary to consult more than one expert (they do not need to be from the same source). The Third Party 1) may agree with the lender value, or 2) may believe the lender value is low, or 3) may believe the lender value is high. If the Third Party does not concur with the lender value he/she/they should suggest an alternate value. State the Third Party's opinion of the values in the Identification and U.S. Dollar Value of Objects Requested for Indemnity (Items 2, and as applicable, 3); see instructions, below.

In your Narrative, for section 11:

- a. Provide the name and title for each expert and a brief statement that establishes his/her/their expertise and qualifications (see Question 12(G)).

In no case will an approved indemnified value exceed the lender value.

Item 2: Identification and U.S. Dollar Value of Non-United States-Owned Objects Requested for Indemnity

- Submit Item 2 as an **MS Excel** spreadsheet files as specified in section 12, below. **Do not convert spreadsheets into PDF format.** Use Arial, 12-point font size. Do not type in all capital letters. Pages should appear in LANDSCAPE format to fully fit onto an 8-1/2 x 11-inch sheet.
- Name your file before you upload it. The name of the file should indicate the name of your organization or a recognizable acronym followed by “Item 2” (e.g. “ABCOrganizationItem2”).
- **Password protect the file** (e.g. Excel) before you upload it to the Applicant Portal. This feature generally is located through the “File” tab of each program. **Use the same password for each file. After completing Part 2, email this password to the Indemnity staff at: loikop@arts.gov and hoffmand@arts.gov**

12. Item 2: Identification and U.S. Dollar Value of Non-United States-Owned Objects Requested for Indemnity

- Indemnity does not consider coverage of auxiliary materials, such as frames, cases, mounts, bases, etc. unless specifically itemized and for which full details, values, and images are submitted.
- For concern of risk, the Federal Council generally is opposed to indemnifying oil on copper paintings, objects containing pastel, certain chalk (e.g. synthetic), charcoal, lacquer, certain types of glass (including enamels), works on parchment or vellum, marquetry, frescoes, other fragile objects, and objects to be exhibited outdoors. Oversized objects (exceeding 10 feet/120 inches in any direction, or of an excessive weight) and oil on wood panel paintings will be reviewed on a case by case basis. Oil on single wood panels larger than two feet by three feet (with one dimension no greater than 24 inches) will not be indemnified. The Federal Council may determine that objects be moved to the list of non-indemnified objects.
- Location of lender country of residence, and not location of object, determines if object is included in List 12 or List 13.
- Applicant determines the sort order of the list (e.g. by lender, lender location, artist, theme, etc.).

Provide a numbered list of all objects requested for indemnity in spreadsheet LANDSCAPE format. Follow this template, using only these column titles and row numbers (spreadsheet information must match information provided with the visual documentation; see instructions for Visual Documentation preparation, below).

Sample spreadsheet:

A	B	C	D	E	F	G	H
---	---	---	---	---	---	---	---

Number	Object Type	Object Description	Lender	Lender Value	Source of Lender Valuation	3rd Party Opinion Value	Source of 3rd Party Opinion Value
12.1							
12.2, etc.							

Include the following information for each object:

- A. **Number:** *Start with number 12.1 and number items consecutively.* This number must match the number for the same object in the visual documentation that you submit, and also where the specific object is described within the Narrative text.
- B. **Object Type:** For example: painting, drawing, photograph, ceramic, sculpture, furniture, jewelry, textile, scientific instrument, manuscript, etc.
- C. **Object Description:** Artist name, nationality and life dates, object title, date, medium, support, dimensions HxW in inches (adding dimensions of frames is optional), include HxWxD for 3-D objects, and lender accession/inventory number (if none, state “No Inv. #). If the borrower does not agree with a lender’s attributions, explain.
- Indicate if an object contains more than one part (e.g. a pair of earrings). If an object is described as a pair or set, it is the applicant's responsibility to advise the lender of the Federal Council's policy regarding loss of a part of a pair or set (see Clause 7 of the sample Certificate of Indemnity). Objects considered part of a pair/set must have individual values.
 - In addition:
 - For objects directly on or mounted onto **panel, wood or board**, include the type of wood.
 - For **collages and mixed media**, identify the medium/materials (and support, if applicable) of *each* element.
 - For **manuscripts and sketchbooks**, indicate the entire number of pages, and the number and size of illuminations or illustrations. Give page number(s) to be exhibited.
 - For **books**, give the number and date of the edition and, if possible, the rarity (e.g. the number of known copies), and describe annotations or associations. Give page number(s) to be exhibited.
 - For **prints and photographs**, give the date of the print, indicate if the print was made by the artist or photographer, and note if it is the only state, or which state it is, if known.
 - For **large and/or particularly heavy objects**, give the weight in pounds.
 - For **cast objects** (e.g. bronze), include casting date.

- D. **Lender:** Full name, and city and state (do not include street or other specific address) of location or residence of the legal owner (not where the object is located). Private lenders must be identified by name, city and state of residence even if represented by an agent on their behalf (e.g. if a gallery or dealer is listed as owner but is acting on behalf of the owner, the owner and owner's place of residence must be included). Objects owned by a curator associated with this exhibition must be listed under Question 14 "Identification of Objects Not Requested for Indemnity" (Item 4).
- Objects owned by the applicant or a participating venue may not be indemnified while on exhibition at that lender's location. If traveling, such objects may be included in Questions 12 and 13 for coverage while in transit (starting with condition reports prior to packing) and/or while on exhibition at other participating venues. However, objects owned by the applicant or a participating venue may not be indemnified from that owner's U.S. venue to a foreign venue not covered by U.S. Indemnity, or from a foreign venue not covered by U.S. Indemnity to the owner's U.S. venue. Objects owned by the applicant or a participating venue to be exhibited only at that lender's location should be included in Question 14.
- E. **Lender Value:** Lender's value, converted to U.S. dollars, for each object.
- All values submitted will be considered. Value in excess of amounts approved for indemnity must be insured by the indemnitee or other party. Generally for objects with lender values greater than \$100 million, the Federal Council will limit indemnity coverage to no more than \$100 million per object. Objects considered part of a pair/set must have individual values.
 - Enter the lender value, rounded to the nearest full U.S. dollar (**do not add cents, even if .00**). Set Excel "decimal places" to 0, to avoid including cents. Then enter the total of these lender values in the cell directly under the last lender value. For example, if the list ends at 12.34, enter the total value requested in the cell under the Lender Value for 12.34. In the cell directly to the left of this total, type the phrase "**TOTAL REQUESTED INDEMNITY FOR QUESTION 12**". This phrase, and **the total value**, should be in **BOLD**.
 - Check your math to confirm that the list total equals the totals stated within the Narrative Questions 2 and 3.
 - The list of objects and U.S. dollar values is included in the Certificate of Indemnity and will be the basis to determine the amount of a certified claim payment. Indemnity claims are paid only in U.S. dollars. All final lender values must be provided before an approved Certificate of Indemnity will be issued.
- F. **Source of Lender Value:** If value is provided by the lender, write "Lender" (do not include a person's name); or, if lender value is unconfirmed at the time of the application, write name and title (e.g. John Doe, curator) of the individual estimating a temporary value to be considered for the application until the lender value is confirmed.

Values may be updated for consideration prior to the meeting of the Advisory Panel; increased values will not be considered after the meeting of the Advisory Panel.

G. **3rd Party Opinion Value:** Third party opinion value rounded to the nearest full U.S. dollar (see Question 11). Follow the instructions in (E) Lender Value, above. **Do not total** the values in this column.

H. **Source of 3rd Party Opinion Value:** Name of the Third Party providing the opinion.

As applicable, add column to indicate venues where object will be exhibited, if not at all venues.

Item 3: Identification and U.S. Dollar Value of United States-Owned Objects Requested for Indemnity

- Submit Item 3 as an **MS Excel** spreadsheet files as specified in sections 13, below. **Do not convert spreadsheets into PDF format.** Use Arial, 12-point font size. Do not type in all capital letters. Pages should appear in LANDSCAPE format to fully fit onto an 8-1/2 x 11-inch sheet.
- Name your file before you upload it. The name of the file should indicate the name of your organization or a recognizable acronym followed by "Item 3" (e.g. "ABCOrganizationItem3").
- **Password protect the file** (e.g. Excel) before you upload it to the Applicant Portal. This feature generally is located through the "File" tab of each program. **Use the same password for each file. After completing Part 2, email this password to the Indemnity staff at:** loikop@arts.gov and hoffmand@arts.gov.

13. Item 3: Identification and U.S. Dollar Value of United States-Owned Objects Requested for Indemnity

Location of lender country of residence, and not location of object, determines if object is included in List 12 or List 13.

Using the instructions for Question 12, provide a separate numbered list, starting with 13.1, of all U.S.-owned objects for which indemnity is requested.

Item 4: Identification of Objects Not Requested for Indemnity

- Submit Item 4 as an **MS Excel** spreadsheet files as specified in sections 14, below. **Do not convert spreadsheets into PDF format.** Use Arial, 12-point font size. Do not type in all capital letters. Pages should appear in LANDSCAPE format to fully fit onto an 8-1/2 x 11-inch sheet.
- Name your file before you upload it. The name of the file should indicate the name of your organization or a recognizable acronym followed by "Item 3" (e.g. "ABCOrganizationItem3").

- **Password protect the file** (e.g. Excel) before you upload it to the Applicant Portal. This feature generally is located through the “File” tab of each program. **Use the same password for each file. After completing Part 2, email this password to the Indemnity staff at:** loikop@arts.gov and hoffmand@arts.gov.

14. Item 4: Identification of Objects Not Requested for Indemnity

This information is necessary for the Federal Council to determine the educational, cultural, historical, or scientific value of the exhibition as a whole.

Logistical arrangements and visual materials are not required for objects not requested for indemnity.

Using the same formatting template for Question 12 (Item 2), provide a separate list of all objects to be included in the exhibition for which indemnity is **not requested**.

Complete columns A-F only.

- For **Number** (column A), start with 14.1 and number sequentially.
- For **Lender** (column D), if a private lender does not wish to be identified, indicate "private lender."
- For **Lender Value** (column E), applicants are strongly encouraged to provide U.S. dollar values for objects, including from non-U.S. lenders. This information is reviewed to assess values given in Questions 12 and 13. Applicants who do not furnish U.S. dollar values for objects in Question 14 may be requested to do so.

Visual Documentation

- Use consistent image size across all visual documentation.
- There is a limit of 250 MB for all of your Part 2 application components combined.
- **Password protect each file** (e.g. PDF) before you upload it to the Applicant Portal. This feature generally is located through the “File” tab of each program. **Use the same password for each file. After completing Part 2, email this password to the Indemnity staff at:** loikop@arts.gov and hoffmand@arts.gov
- Object information provided for each image must match information provided with List 12 and 13; see instructions for **Item 2/Question 12: Identification and U.S. Dollar Value of Non-United States-Owned Objects Requested for Indemnity** and **Item 3/Question 13: Identification and U.S. Dollar Value of United States-Owned Objects Requested for Indemnity** above.

Submit digital images in two separate PDF files:

1. One PDF for the objects requested for indemnity
 - Using **one image per page** of **each object** requested for indemnity, include

- Item number from the list for Item 2/Question 12 and Item 3/Question 13
- Artist
- Title
- Date
- Medium/support
- Dimensions
- Lender accession/inventory number (if none, state “No Inv. #”)
- Lender
- Lender value

2. One PDF for the highlight images

- **Ten images (one object per page)** to highlight the exhibition. Preference is that the images represent objects requested for indemnity. The applicant determines the order of the images, which should best present the exhibition by theme, or chronology, nature, significance, rarity, etc. The order of the images does not need to follow the numerical order used in the lists for Item 2/Question 12 and Item 3/Question 13.
- Number the highlight images 1-10 (these are NOT the same numbers as in Lists 12, 13, and if applicable, List 14), and include on each page:
 - Item number from the lists for Item 2/Question 12 and Item 3/Question 13
 - Artist
 - Title
 - Date
 - Medium/support
 - Dimensions
 - Lender
 - **NOTE: DO NOT INCLUDE LENDER VALUE, AND DO NOT INCLUDE EXPLANATORY TEXT** (see next)
- On a separate page at the end of the PDF provide a list numbered 1-10, and for each number include:
 - Item number from the lists for Item 2/Question 12 and Item 3/Question 13
 - Artist
 - Title
 - Date
 - Medium/support
 - Dimensions
 - Up to three total BRIEF, CONCISE sentences describing the object, such as its importance to the exhibition, or to the artist's oeuvre, etc.
 - **NOTE: DO NOT INCLUDE LENDER VALUE**

Step 3: Submit the Grant Application Form

We strongly urge you to complete and submit the Grant Application Form and upload materials outside of the hours of heaviest usage, which generally are 8:00 p.m. to 11:59 p.m., Eastern Time, on the day of the deadline. Staff will not be available to help you after 5:30 p.m., Eastern Time.

Submit your materials prior to the deadline to give yourself ample time to resolve any problems that you might encounter.

Step 1: Click Save and Submit

- **You must click “Save” and then “Submit.” If you do not click the "Submit" button, your application will not be received.**
- After submitting your application, you may log back into the Applicant Portal and make changes to your submission up until the system closes at 11:59 p.m., Eastern Time, on the day of the deadline. Click “Save” and “Submit” again when you are finished with any edits.

Step 2: Confirm Submission

- Ensure that your application was received by logging in to the Applicant Portal. On the first screen it will say “Submitted” if your application has been received. If your application has not yet been received, it will say “In Progress.” Maintain documentation of your successful submission by taking a screenshot.
- You may use the “Print” function in the upper right corner to create a printable version of your application. You may save this as a separate file by either choosing “Save as PDF” from your print dialogue box, or by copying and pasting into a separate document. We strongly recommend that you save a final copy right after you click Submit.