

# Partnership Agreement Grants: Regional Arts Organizations

GRANT PROGRAM DETAILS

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**Access for individuals with disabilities:**

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Contact the Office of Accessibility at 202-682-5532 / [accessibility@arts.gov](mailto:accessibility@arts.gov) or the Office of Civil Rights at [civilrights@arts.gov](mailto:civilrights@arts.gov) to request an accommodation or an alternate format of the guidelines at least 2 weeks before the application deadline.

# Partnership Agreement Grants: Regional Arts Organizations

## Introduction

The National Endowment for the Arts' (NEA) State & Regional Partnership Agreement grants are awarded to the nation's [56 state and jurisdictional arts agencies](#) (SAAs), and the [six regional arts organizations](#) (RAOs) with geographically-defined SAA memberships. Partnership support is also available to the national service organization for the SAAs.

The NEA is proud to support the nation's arts sector so that together we can help everyone live more artful lives. "Artful lives" is an inclusive concept that encompasses everything from the creation, presentation, and consumption of art, to active arts engagement by all people through making, teaching, and learning in our everyday lives. The nation's arts and culture ecosystem is comprised of the artists, arts workers, audiences, communities, and organizations at the local, state-wide, regional, and national levels that advance a broad range of art forms expressing our nation's rich and diverse cultural tapestry. The arts contribute to our individual well-being, the well-being of our communities, and to our local economies.

Partnership Agreement grant support enables SAAs and RAOs to respond to the needs identified through public planning undertaken with their constituents, partners, and stakeholders. This investment in locally-determined priorities extends federal reach and impact, translating national leadership into local benefit.

All SAAs, RAOs, and their national service organization must apply annually for this support.

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## National Endowment for the Arts, Regional, and State Partnership

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The National Endowment for the Arts (NEA), the RAOs, and the SAAs comprise a national network of arts funders, cultural program and service providers, and leaders in the arts and culture sector. We believe that each participating entity benefits from partnership in the network. We invest in the network through State and Regional Partnership Agreement grants in order to:

- Strengthen the cultural infrastructure of the United States,
- Facilitate the creation and presentation of artistic works,
- Provide the public with lifelong learning opportunities in the arts,
- Enhance public engagement with, and access to, the arts,
- Foster greater cultural understanding, and
- Contribute to the enrichment of lives and communities throughout the nation.

We acknowledge that SAAs may choose to participate in the work of an RAO of which it is not a member. SAAs may choose to shift membership from one RAO to another, or may choose to withhold membership in an RAO. While recognizing that the ecology of the network benefits

from change, we also believe that the network benefits from stability. To this end, shifts in state membership in RAOs must be preceded by at least one full year of planning by all of the agencies involved, including the NEA.

## Regional Arts Agencies Program Description

The regional arts organizations (RAOs) are private, nonprofit entities created by state arts leaders in the mid-1970s to facilitate the exchange of artists across state borders. The National Endowment for the Arts (NEA) encouraged the development of RAOs to cultivate the touring of artists to sparsely populated and underserved areas of the country.

Over time, RAOs have evolved to play a major role in strengthening the effectiveness and efficiency of the U.S. arts infrastructure. They draw on their own ability to cultivate public and private resources; work collaboratively across state, national, and international borders; and deliver programming across all arts disciplines.

RAOs play a leading role with federal agencies, funders, and those working at the state and community levels to design, implement, and channel resources into programs and services that meet the needs of the public they serve. While they operate independently, RAOs collaborate with each other, their member states, and constituency groups in a national network, to assist the NEA and other funders in delivering programs.

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## Goals & Objectives

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Federal investment in this area is based on each RAO's execution of an inclusive and responsive planning process in response to constituents' needs. Regional Partnership Agreement grants support region-identified goals and activities consistent with the RAO's regional arts plan. Additionally, the RAOs receive funding to support shared goals and objectives in the areas of accessibility, folk & traditional arts, and artist-centered engagement.

RAOs are encouraged to review NEA agency priorities as part of their own strategic planning processes. For more information on NEA priorities, applicants should review the [NEA's strategic plan](#). Highlights include:

1. **Engagement:** Increase opportunities for people from all backgrounds to encounter different artists, art forms, and artistic and cultural traditions.
2. **Learning:** Provide opportunities for people throughout the country to participate in arts education and to increase their knowledge and skills in the arts at all stages of life.
3. **International Activities:** Provide opportunities for the international exchange of artists and arts and cultural traditions.
4. **Health & Well-Being:** Support arts projects with a focus on advancing the health and well-being of individuals.

5. **Strengthening Communities:** Embed the arts in system-wide initiatives that strengthen or heal communities.
6. **Capacity-Building:** Support professional development and technical assistance efforts to develop the capacity of artists, arts professionals, and organizations
7. **Research:** Support projects that produce research, statistics, and general information about the arts for the benefit of the arts sector and beyond.
8. **Technology:** Invest in the capacity of arts organizations to support tech-centered creative practices and to serve a broader public through digital or emergent technology.

In addition to the NEA priorities outlined above, funding is available to support shared programmatic goals and objectives, including:

### Regional Engagement Program

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The Regional Engagement Program (REP) recognizes a contemporary evolution of regional arts organizations' service to the field, through their support for artist-centered engagement, with an emphasis on programs that reach underserved groups/communities and enhance public engagement with the arts. For the purposes of these guidelines, an underserved group/community includes populations whose opportunities to experience the arts have been limited relative to factors such as geography, economics, race or ethnicity, or disability. Within this broad definition, RAOs are asked to specify their own underserved constituencies.

Support is available for regional programs that:

- Increase access to the arts in underserved groups/communities
- Enhance public engagement with the arts
- Are based on planning with stakeholders including, but not limited to: artists, arts ensembles, arts organizations, and/or other partners such as state arts agencies, local arts agencies, and other community groups.
- Examples of such programs include, but are not limited to, touring and presentation, artist residencies, educational programming, professional development, artist professional network and cohort development, and/or the creation of new work by artists.

Please note the following:

- Programs must be compliant with the [NEA General Terms and Conditions for Partnership Agreement grants](#).
- Selection processes must base decisions on criteria that includes artistic excellence and artistic merit.
- Programming must be accessible to, and engage with, individuals and artists of all abilities, including in-person or virtual elements in compliance with federal law.
- We recommend that no more than 20 percent of the NEA Regional Engagement funds be used to support an RAO's administrative costs. RAOs should determine the number and size of grants for their program, informed by regional planning, community conversations, and programmatic/service history.

### **Folk and Traditional Arts Partnership**

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The NEA ensures traditional artists and culture-bearers have the opportunity to pass on cultural knowledge of their art forms. To support this goal, Folk and Traditional Arts Partnerships funding is intended to strengthen living cultural traditions in every state, jurisdiction, or region and bolster the folk and traditional arts ecosystem. The NEA envisions stable, outreach-driven programs that are responsive to a region's diverse folk and traditional arts heritage. Regions are encouraged to support professional, paid positions in the folk and traditional arts. Possible components of a region's folk and traditional arts program might include, but are not limited to, fieldwork to identify and document underserved folk & traditional artists; apprenticeships, mentorships, or folk arts in education programs; and statewide activities that increase public awareness of living cultural heritage.

### **Accessibility**

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The NEA's Office of Accessibility provides funding to Regional Arts Organizations to support professional development (for staff members of Regional Arts Organizations and member State Arts Agencies) and subawards related to accessibility requirements for cultural organizations and engagement with the disability community.

Funding is included in Partnership Agreement grants, through an allocation from the NEA's Office of Accessibility. Accessibility-specific funding is available in amounts of up to \$12,000 for FY25.

## Application Calendar

Step	Date
Submit Application to Grants.gov	<b>October 10, 2024 11:59 pm ET</b>
Notification	April 2025
Submit Partnership Agreements Budget Form	Date Announced in Notification of Funding
Earliest Start Date for Proposed Project	July 1, 2025

All RAO applicants will submit a full application.

In the event of an emergency (e.g., a hurricane, a SAM.gov or Grants.gov technological failure), the NEA Chair may adjust application deadlines for affected applicants. If a deadline is extended for any reason, an announcement will be posted on our website.

Following the notification of funding offers (anticipated to be April 2025), all applicants must complete and submit a Partnership Agreement grant budget for NEA review. Instructions and deadlines will be provided with the notification of funding.



## Award Information

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### Partnership Award Amounts

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Funding is available to support region-identified goals and activities. Additionally, funds for shared programmatic goals and objectives are available to support Folk and Traditional Arts, Accessibility, and artist-centered engagement through the Regional Engagement Program.

Partnership award amounts are determined through a formulaic process that includes consideration of NEA allocations and available funds, previous award levels, current RAO program offerings, and the region's population figures.

### Cost Share and Matching Funds

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All awards require a cost share/match of at least 1 to 1.

All costs included in your Project Budget, whether supported by NEA funds or cost share/matching funds, must be expended during your period of performance, including all costs associated with subaward activity.

### Period of Performance

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Awards will support activities that are scheduled to begin on July 1, 2025, or any time thereafter.

## Eligibility Requirements for Regional Arts Organizations

In order to enter into a Partnership Agreement grant with the NEA, a regional arts organization must:

- Be comprised of at least three state arts agency (SAA) members.
- Meet the NEA's [Legal Requirements](#) at the time of application.

### SAM Registration

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All applicants must have a Unique Entity Identifier (UEI), be registered with the [System for Award Management](#) (SAM), and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award.

### Planning Process

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The regional arts organization must have developed a regional arts plan that:

- Results from a comprehensive and inclusive planning process that engages SAAs and other constituents.
- Reflects recommendations from the public process, as well as programmatic and/or policy responses to the recommendations.

The regional arts organization submits this plan with its Partnership Agreement grant application.

### Regional arts organizations that subaward must:

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- Require their subrecipients to provide a UEI before a grant can be made.
- Report awards of \$30,000 or more in federal funds and, if required, information about the compensation of executives related to those grants to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).
- Base program funding decisions on criteria that includes artistic excellence and artistic merit.
- Ensure that all subawards made with Federal or cost share/matching funds are in compliance with the General Terms and Conditions for the NEA award, including requirements for pass-through entities as provided under 2 CFR 200.331.

For full requirements for subawards, see [Appendix A of the Partnership Agreements General Terms and Conditions](#).

## How to Apply

A PDF containing detailed instructions on how to prepare and submit your application can be found on the [Partnership Agreement Grants](#) page, under “Grant Program Details and Instructions”.

**IMPORTANT NOTE: RAO Application requirements for FY25 have been updated significantly. Please review the application instructions carefully. RAO Applicants will no longer be designated as on-year or off-year, instead ALL RAO applicants will submit a full application each year. The requirements for a full application have been reduced to accommodate this change.**

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## Required Registration

### Register with Login.gov, SAM and Grants.gov or renew/verify these registrations

Before applying, you must create and maintain up-to-date registrations with [Login.gov](#), the System for Award Management (SAM) at [SAM.gov](#) and [Grants.gov](#). Registering and maintaining these accounts is always FREE. [Download Registration Guidance PDF.](#)

Register or renew/verify your registration with Grants.gov and SAM.gov at least two weeks before the deadline.

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## Submit Application via Grants.gov

Applications must be submitted electronically through Grants.gov, the federal government’s online application system. **The Grants.gov system must receive your validated application no later than 11:59 p.m., Eastern Time, on October 10, 2024.**

We suggest that you submit your application **at least 10 days prior to the deadline** to give yourself ample time to resolve any problems that you might encounter. You take significant risk by waiting until the day of the deadline to submit your application. Late applications will not be accepted.

To begin the submission process, access the Grant Opportunity Package on the [Partnership Agreements Grants](#) page, under the “How to Apply” heading.

## Application Review

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### Partnership Agreement Grants to Regional Arts Organizations

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The Partnership Agreement grants application review process represents a mutually beneficial relationship between the federal government and the six established Regional Arts Organizations in support of the nation's cultural infrastructure. Through the annual application and review process, the Regional Arts Organizations identify and communicate locally-identified priorities to a federal audience. In turn, review of the application helps to inform the NEA's own programming and priorities in support of regional arts organizations.

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### Review Criteria

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NEA staff review applications to confirm that eligibility requirements are met. In addition, external reader reviewers will provide reader comments related to narrative and plan documents addressing:

- The RAO's operating environment, mission, and goals.
- The RAO's planning process, including:
  - the timeline and methodology for constituent engagement through a wide variety of means (such as public meetings, surveys, interviews, virtual engagement, and digital communications, as relevant to various constituent groups); and
  - opportunities for a wide range of constituents to participate in the planning process, including those in underserved groups/communities. For the purposes of these guidelines, an underserved group/community includes populations whose opportunities to experience the arts have been limited relative to factors such as geography, economics, race or ethnicity, or disability. Within this broad definition, RAOs are asked to specify their own underserved groups/communities.
- The RAO's responses to the planning process, including:
  - responses to recommendations and priorities identified through the planning process and/or changing circumstances in the region; and
  - processes and metrics used to monitor progress in relation to the regional plan.
- The RAO's programming, including programs and activities reflected in the plan, and as relevant, programs and activities with shared state and federal goals and objectives (Folk and Traditional Arts, Accessibility, and artist-centered engagement through the Regional Engagement Program). Discussion of programming should include details related to:
  - implementation of the arts-related programs and services, and
  - related planning, accomplishments, challenges, and/or opportunities.
- The RAO's cost effectiveness and record of growing and diversifying its revenue sources, specifically from non-federal sources

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## Review Process

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Applications are evaluated according to the Review Criteria for their category.

Funding recommendations are considered by the National Council on the Arts, and are voted on in open session. The Council makes recommendations to the Chair of the NEA. The Chair reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions. All applicants will receive a summary of nationwide field trends, issues, and opportunities based on reviewer comments.

NOTE: All recommended applications undergo a review to evaluate risk posed by the applicant prior to making a federal award. This may include past performance on grants, ability to meet reporting deadlines, compliance with terms and conditions, audit findings, etc.

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## Award Administration

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### Award Notices

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Official grant award notification (i.e., a notice of action authorized by the National Endowment for the Arts' Grants Management Office) is the only legal and valid confirmation of award. This can take several months to issue depending on several factors such as the number of awards to be processed, whether the NEA has its appropriation from Congress, etc.

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### Prohibition on Supplanting Non-Federal Funds

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Partnership Agreement grants must be used to supplement and not supplant non-federal funds. For the purposes of these guidelines, the term "supplant non-federal funds" is defined as using federal dollars to replace non-federal dollars, with the intention or effect of reducing financial support for an SAA or RAO from non-federal funds.

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### Crediting Requirement

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Recipients must clearly acknowledge NEA support in their programs and related promotional material including publications and websites.

Acknowledgments should include the National Endowment for the Arts logo wherever possible. In addition, we will provide detailed crediting language for SAAs and RAOs to use with their own subrecipients.

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### Project Reporting and Evaluation

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When a grant is completed, you must submit a final report and answer questions detailing all activities conducted under the State Arts Plan or Regional Arts Plan (SAA/RAO Arts Plan) that was approved as part of your NEA Partnership Agreement grant application and that took place within the approved period of performance for the award. Before applying, [review the reporting requirements](#).

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### General Terms & Conditions

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Federal and agency requirements for NEA grants are included in our [General Terms & Conditions](#) (GTC). The GTC incorporates the adoption of 2 CFR Part 200 by reference. The document also explicitly identifies where the National Endowment for the Arts has selected options offered in the regulation, such as budget waivers and requirements for use of program income. It also includes requirements for cost share/matching funds, reporting requirements, amendment processes, and termination actions. **Recipients must review, understand, and comply with these requirements.** Failure to comply with the GTCs for an award may result in termination of a grant award, and/or returning funds to the National Endowment for the Arts,

among other consequences. **NOTE: OMB issued new [2 CFR Part 200 Guidance](#) in April 2024. Awards made after October 1, 2024, will be subject to the new guidance. The NEA will provide General Terms and Conditions incorporating the new guidance to recipients prior to issuing awards.**

## Implementation of Title 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

This guidance from the federal government's Office of Management and Budget (OMB) establishes clarity and consistency of the pre- and post-award requirements applicable to federal financial assistance recipients. Under the authority listed above, the NEA adopts the OMB Guidance in [2 CFR part 200 under §3255.1 Adoption of 2 CFR Part 200](#). This part gives regulatory effect to the OMB guidance and supplements the guidance as needed for the NEA.

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## Final Reporting on Previous Awards

Before a grant is awarded, organizations must have submitted acceptable Final Report packages by the due date(s) for all NEA grant(s) previously received, and report on funded activities in accordance with the National Standard for Arts Information Exchange. Final Reports include the Federal Financial Report, Final Descriptive Report, and the Folks Arts Partnership Narrative.

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## Legal Requirements

**NOTE: This list highlights some of the significant legal requirements that may apply to an applicant or recipient, however, it is not exhaustive. More information regarding these and other legal requirements may be found in the [General Terms & Conditions](#) which sets forth the National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award. There may be other applicable legal requirements that are not listed here.**

1. By law, the National Endowment for the Arts may support only those organizations that:
    - **Are tax-exempt.** Organizations qualifying for this status must meet the following criteria:
      1. No part of net earnings may benefit a private stockholder or individual.
      2. Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended.
- For further information, go to the [Internal Revenue Service's \(IRS\) website](#).
- Organizations who have had their IRS status revoked are not eligible for National Endowment for the Arts' support. It is your responsibility to ensure that your status is current at the time of the application and throughout the life of your award.
  - **Compensate all professional performers and related or supporting professional personnel on National Endowment for the Arts-supported projects at no less than the prevailing minimum compensation.** (This requirement is in accordance with regulations

that have been issued by the Secretary of Labor in [29 CFR Part 505](#). This part does not provide information on specific compensation levels.)

- **Ensure that no part of any National Endowment for the Arts-supported project will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees involved.**

2. **Some legal requirements apply to every applicant, for example:**

- **Compliance with the federal requirements** that are outlined in the Assurance of Compliance below.
- **Debarment and Suspension procedures.** The applicant must comply with requirements set forth in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR Part 3254. Failure to comply may result in the debarment or suspension of the recipient and the National Endowment for the Arts suspending, terminating and/or recovering funds. More information on Debarment and Suspension procedures can be found in Appendix A of the [General Terms and Conditions](#), under the “Other National Policies” heading.
- **Federal Debt Status** ([OMB Circular A-129](#)). Processing of applications will be suspended when applicants are delinquent on federal tax or non-tax debts, including judgment liens against property for a debt to the federal government. An organization’s debt status is displayed in the System for Award Management (SAM). New awards will not be made if an applicant is still in debt status as of September 1.
- **Labor Standards** ([29 CFR Part 505](#)). If a grant is awarded, the recipient must comply with the standards set out in Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities.
- **The Drug-Free Workplace Act of 1988** (41 U.S.C. 8101 et seq. and 2 CFR Part 3256). The recipient is required to publish a statement regarding its drug-free workplace program as well as to comply with other requirements.

3. **Some legal requirements apply depending upon what the grant is funding. For example:**

- If your project activities have the potential to impact any structure that is eligible for or on the National Register of Historic Places, adjacent to a structure that is eligible for or on the National Register of Historic Places, or located in an historic district, you will be asked to provide additional information about your project or take additional action so that the agency can review and comply with the [National Historic Preservation Act](#) (NHPA). NHPA also applies to any planning activities that may affect historic properties or districts. The additional agency review must be completed prior to any agency funds being released.
- If your project activities have the potential to impact the environment or environmentally sensitive resources, you will be required to provide information in



accordance with the [National Environmental Policy Act](#) (NEPA). The additional agency review must be completed prior to any agency funds being released.

- If your contract is over \$2,000 and involves the construction, alteration, or repair of public buildings or public works, it must contain a clause setting forth the minimum wages to be paid to laborers and mechanics employed under the contract in accordance with The Davis-Bacon and Related Acts (DBRA). More information on DBRA can be found in Appendix A of the [General Terms and Conditions](#), under the “Other National Policies” heading.

4. **Some legal requirements apply depending upon who the Applicant is, for example:**

- [The Native American Graves Protection and Repatriation Act of 1990](#) (25 U.S.C. 3001 et seq.; [43 C.F.R. Subtitle A Part 10](#); [88 Fed. Reg. 86518, 12/13/23](#)) applies to any organization that controls or possesses Native American cultural items, such as human remains or associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).

5. **In addition, State Arts Agencies must meet the requirements in [Section 954\(g\)\(2\)](#) of the National Endowment for the Arts’ authorizing legislation, which state:**

"In order to receive assistance under this subsection in any fiscal year, a State shall submit an application for such grants at such time as shall be specified by the Chairperson and accompany such applications with a plan which the Chairperson finds—

(A) designates or provides for the establishment of a State agency (hereinafter in this section referred to as the "State agency") as the sole agency for the administration of the State plan;

(B) provides that funds paid to the State under this subsection will be expended solely on projects and productions approved by the State agency which carry out one or more of the objectives of subsection (c);

(C) provides that the State agency will make such reports, in such form and containing such information, as the Chairperson may from time to time require, including a description of the progress made toward achieving the goals of the State plan;

(D) provides—

(i) assurances that the State agency has held, after reasonable notice, public meetings in the State to allow all groups of artists, interested organizations, and the public to present views and make recommendations regarding the State plan; and

(ii) a summary of such recommendations and the State agency’s response to such recommendations; and

(E) contains--

(i) a description of the level of participation during the most recent preceding year for which information is available by artists, artists’ organizations, and arts

organizations in projects and productions for which financial assistance is provided under this subsection;

- (ii) for the most recent preceding year for which information is available, a description of the extent projects and productions receiving financial assistance from the State arts agency are available to all people and communities in the State; and
- (iii) a description of projects and productions receiving financial assistance under this subsection that exist or are being developed to secure wider participation of artists, artists' organizations, and arts organizations identified under clause (i) of this subparagraph or that address the availability of the arts to all people or communities identified under clause (ii) of this subparagraph.

No application may be approved unless the accompanying plan satisfies the requirements specified in this subsection."

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## Assurance of Compliance

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**By signing and submitting its application form on Grants.gov, the Applicant certifies that it is in compliance with the statutes outlined below and all related National Endowment for the Arts regulations and will maintain records and submit the reports that are necessary to determine compliance.**

We may conduct a review of your organization to ensure that it is in compliance with these statutes. If the NEA determines that a recipient has failed to comply with these statutes, it may suspend or terminate the award, and/or recover funds. This assurance is subject to judicial enforcement.

The applicant certifies that it does not discriminate:

- On the grounds of race, color, or national origin, in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.), implemented by the National Endowment for the Arts at 45 CFR 1110.
- Solely on the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973**, as amended (29 U.S.C. 794), implemented by the National Endowment for the Arts at 45 CFR 1151, and the **Americans with Disabilities Act of 1990** ("ADA"), as amended, (42 U.S.C. 12101 et seq.).
- On the basis of age, in accordance with the **Age Discrimination Act of 1975**, as amended (42 U.S.C. 6101 et seq.), implemented by the National Endowment for the Arts at 45 CFR 1156.
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681 et seq.).

The applicant will inform the public that persons who believe they have been discriminated against on the basis of race, color, national origin, disability, sex, or age may file a complaint with the Director of Civil Rights at the National Endowment for the Arts.

The applicant will forward all complaints for investigation and any finding issued by a Federal or state court or by a Federal or state administrative agency to:

Director, Office of Civil Rights  
[civilrights@arts.gov](mailto:civilrights@arts.gov)

The applicant shall maintain records of its compliance and submission for three (3) years. The Applicant will compile, maintain and permit access to records as required by applicable regulations, guidelines or other directives.

The applicant must also certify that it will obtain assurances of compliance from all subrecipients and will require all subrecipients of National Endowment for the Arts funds to comply with the requirements under the Assurance of Compliance.

The United States has the right to seek judicial or administrative enforcement of this assurance of compliance.

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## Civil Rights

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The Office of Civil Rights at 202-682-5454 or [civilrights@arts.gov](mailto:civilrights@arts.gov) investigates complaints about compliance with accessibility standards as well as other federal civil rights statutes. For further information and copies of the nondiscrimination regulations identified above, contact the Office of Civil Rights at 202-682-5454 or [civilrights@arts.gov](mailto:civilrights@arts.gov).

For inquiries about limited English proficiency, go to <http://www.lep.gov>, the [FOIA Reading Room](#), or contact the Office of Civil Rights at 202-682-5454 or [civilrights@arts.gov](mailto:civilrights@arts.gov).

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## Regulations Relating to Lobbying

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For organizations applying for more than \$100,000 (31 U.S.C. 1352)

The Applicant certifies that:

- a. It has not and will not use federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a member of a National Endowment for the Arts advisory panel or the National Council on the Arts, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of or modification to any federal grant or contract.

- b. If it has used or will use any funds other than federal appropriated funds to pay any person for influencing or attempting to influence any of the individuals specified above, the Applicant:
  - i. Is not required to disclose that activity if that person is regularly employed by the Applicant. (Regularly employed means working for at least 130 days within the year immediately preceding the submission of this application.)
  - ii. Will complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," if that person is not regularly employed by the Applicant.
- c. It will require that the language of this certification be included in the award documents for all subawards of more than \$100,000 and that all subrecipients shall certify and disclose accordingly.

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## Standards for Service

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The National Endowment for the Arts has established the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and make guidelines available promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we are meeting these standards. Email: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Standards for Service.

For questions about these guidelines or your application, see [Agency Contacts](#). In addition, applicants may receive an invitation to participate in a voluntary survey to provide feedback on the grant application guidelines on our website and any experiences consulting with our staff.

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## Paperwork Reduction Act Statement

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The public reporting burden for this collection of information is estimated at an average of 32 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the Guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

## Contacts

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### Access for individuals with disabilities:



Contact the Office of Accessibility at 202-682-5532 / [accessibility@arts.gov](mailto:accessibility@arts.gov) or the Office of Civil Rights at [civilrights@arts.gov](mailto:civilrights@arts.gov) to request an accommodation or an alternate format of the guidelines at least 2 weeks prior to the application deadline.