FY 2025

Partnership Agreement Grants: National Services

APPLICATION INSTRUCTIONS

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Access for individuals with disabilities:

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

Partnership Agreement Grants: National Services

Introduction

We use a staggered, multi-year review for Partnership Agreement National Services grants. For FY 2025, the National Assembly of State Arts Agencies will complete an abbreviated **off-year** application.

A complete application submitted through Grants.gov will include:

1. Application for Federal Domestic Assistance form ("SF-424 Mandatory")
2. Disclosure of Lobbying Activities form (SF-LLL)
3. Attachments Form, to which you will attach:
    a. Application Narrative
    b. Revenue Sources Form

Application Calendar

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

Completing Grants.gov forms:
All asterisked (*) items and yellow fields on the Grants.gov forms are required and must be completed before you will be able to submit. Do not type in all capital letters when completing the forms. Enter information directly into the forms. Do not copy from an old application package or another document and paste into the forms.

Step 1: Fill out the *Application for Federal Domestic Assistance* ("SF-424 Mandatory")

1. Items 1a-d default to certain selections; do not change them.

2. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

3. Applicant Identifier: This is for your own use or you can leave blank.

4., 5., and 6.: Leave blank.

7. Applicant Information:

a. Legal Name: The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government. (Do not use your organization's popular name, if different.)

b. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

c. Organizational Unique Entity Identifier (UEI): All organizational applicants for federal funds must have a UEI. Enter your organization's UEI here. **You can find your UEI in your System for Award Management (SAM) record**. If you cannot locate your UEI, contact SAM for assistance. **The UEI you enter here must match the UEI associated with your organization's SAM (System for Award Management) 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.**

d. 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. 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.

e. Organizational Unit: Leave blank.

f. Name and contact information of person to be contacted on matters involving this application: Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. If this person is already associated with prior awards from your organization, you **must use the same exact name and primary email address associated with that person's existing REACH account.** Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

8a. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop-down box. An additional description is optional.

9. Name of Federal Agency: This has been pre-populated.

10. Catalog of Federal Domestic Assistance Number: This has been pre-populated.
11. Descriptive Title of Applicant's Project: Enter "Partnership Agreement".

12. Areas Affected by Funding: Leave blank.

13. Congressional District Information:
a. Applicant: Enter the number of the Congressional District where the applicant organization is physically located. Use the following format: 2-character State Abbreviation-3-character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, visit the House of Representatives website at www.house.gov and use the "Find Your Representative" tool.

b. Project: Leave blank.

14. Funding Period: Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your Partnership Agreement grant. **This should include adequate time to administer and close out all subawards made with NEA and/or cost share/matching funds.** The start date should be the first day of the month, and the end date should be the last day of the month. The period of performance may start on or after July 1, 2025. Generally, a period of performance of up to two years is allowed.

15. Estimated Funding:
a. Federal: Enter "0."
b. Match: Leave blank.

16. State Executive Order 12372 Process: Applicants should contact the State Single Point of Contact for Executive Order 12372 to determine whether this application is subject to their state's intergovernmental review process. The U.S. Office of Management and Budget (OMB) maintains a list of official State Single Points of Contact designated by the States to review and coordinate proposed federal financial assistance and direct federal development. See https://www.archives.gov/federal-register/codification/executive-order/12372.html

17. Is the Applicant Delinquent on Any Federal Debt?: Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. If your response is "yes," click on the "Yes" box and include an explanation with your application.

18. Authorized Representative: Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. The AOR must have the legal authority to obligate your organization. If this person is already associated with prior awards from your organization, you **must use the same exact name and primary email address associated with that person's existing REACH account**. Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

By clicking the "I Agree" box in item 18, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the Assurance of Compliance section of the guidelines.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Stop after item 18. Do not add attachments to this form.

Step 2: Fill out the *Disclosure of Lobbying Activities* (SF-LLL)

Items 1-3 default to certain selections; do not change them.

4. Name and Address of Reporting Entity: Provide the requested information for the reporting entity. Include Congressional District, if known.

5. If Reporting Entity in No. 4 is Subawardee: Leave blank.

6. Federal Department/Agency: Enter "National Endowment for the Arts."

7. Federal Program: This has been pre-populated.

8. Federal Action Number, ***if known*:** Leave blank.

9. Award Amount, ***if known*:** Leave blank.

10. a. Name and Address of Lobbying Registrant: Provide the requested information for the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered federal action. If not applicable, enter "N/A" in the fields for First Name, Last Name, Address 1, and City.

b. Individual Performing Services: Enter the name of the individual performing services, and include an address if different from 10 (a). If not applicable, enter "N/A" in the fields for First Name, Last Name, Address 1, and City.

11. **Authorized Representative**: Provide the requested information for the AOR (Authorized Organization Representative) who will be submitting the Partnership Agreements application to Grants.gov. This should be the same person listed as the AOR on the Application for Federal Domestic Assistance (SF-424 Mandatory). The "Signature" and "Date" boxes will be populated by Grants.gov upon submission of the application.

Step 3: Complete and Attach Required Items to the *Attachments Form*

The *Attachments Form* is where you will attach documents that you have completed and saved elsewhere on your computer. The form has 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach.

All attachments must be submitted as PDF files.

- PDF documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. **Do not create PDFs of your electronic documents by scanning.**
- Do not embed non-printable media files (video and/or sound) in your PDF documents.
- No attachment should be more than 2 MB.

Document Formatting:

- Label pages clearly with the name of the item (e.g., Application Narrative) and your organization's legal name.
- Leave a margin of at least one inch at the top, bottom, and sides of all pages.
- **Pages should be single-spaced, using a 12-point font size.**
- Do not type in all capital letters.
- Place numbers on the bottom righthand corner of each page.
- Do not enable any document security settings or password-protect any PDF file you submit to us.

File Naming:

- Name your files as indicated in the instructions and attach them in the proper order.
- Limit file names to 50 characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period.
- You cannot change the name of a file once it has been uploaded to the Attachments Form. Therefore, make certain that each file is named correctly **before** you attach it.
- **Your agency name (or acronym) must be included in each file name** (e.g. "ABCArtsCouncilStaff").

The Attachments

Attachment Button 1: Application Narrative

REQUIRED
Up to **one page**.

To this button, attach an **Application Narrative** of up to one page in length that describes your organization's activities for the last year and outlines any changes your organization, plans, or process. **Include a link to your organization's staff and board lists.**

The file name should indicate the **name of your organization** or a recognizable acronym followed by "Narrative." Label the page clearly with your organization's legal name and "Application Narrative."

Attachment Button 2: Revenue Sources Information Form

REQUIRED

DOWNLOAD FORM

To this button, attach the Revenue Sources Information form. The file should include the **name of your organization** or a recognizable acronym followed by "Revenue." When completing this form, include entire organizational budget figures, not just NEA dollars.

LEAVE ALL ADDITIONAL ATTACHMENT BUTTONS BLANK.

Step 4: Submit items electronically through Grants.gov

Be certain that you are satisfied with your application before you click submit. **No revisions are possible through Grants.gov once submitted. After submission, the only way to update items in your application is to create a new application. The NEA will only review your most recently submitted application.**

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

1. Check the size of your electronic application. The total size should not exceed 10 MB.

2. Navigate to the **Forms** tab on the **Manage Workspace** page:
   - Once the forms are filled out and the **Form Status** column says "Passed," they will be ready for submission.
     - **Important note:** The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the Forms Tab help article.
   - Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
   - The AOR must click **Sign and Submit** to submit the application.
   - After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen**.

3. **Verify that the application was *validated* by the Grants.gov system**. Take a screenshot of the validation confirmation for your records.

   You can track the progress of your application submission through Grants.gov in one of three ways:

   - Check the progress bar in Workspace. When your application has been successfully received, the bar will be green, and a check mark will appear in each bubble.
   - When logged in to Grants.gov, click the Check Application Status link under the Applicants drop-down menu and search for the submitted application.
   - When not logged in to Grants.gov, go to Track My Application and enter your Grants.gov Tracking Number. Then click the Track button to see the status listings of the valid tracking number entered. This function will only work if you have a tracking number.

Updates

If any significant developments affecting the organization occur subsequent to submitting the application, please contact NEA staff immediately. Significant developments might include changes to the organization operating environment, budget, key leadership/staff, strategic planning, and notable accomplishments. Email updates to: NEAStateRegional@arts.gov.

REMINDER:
Following the notification of funding offers (anticipated to be April 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.

Additional Help/Contacts

For additional help on how to use Grants.gov, see the Grants.gov website at Support. You also can send email to the Grants.gov Contact Center at support@grants.gov or call them at 1-800-518-4726, 24 hours a day, and 7 days a week.

For specific help on **how to complete your application** contact:

- Lara Holman Garritano at garritanol@arts.gov or 202-682-5586