

Partnership Agreement Grants: State Arts Agencies

APPLICATION INSTRUCTIONS

Table of Contents

Click a heading below to navigate directly to that section.

Partnership Agreement Grants: State Arts Agencies	2
Introduction	2
Application Calendar	2
Step 1: Fill out the <i>Application for Federal Domestic Assistance</i> (“SF-424 Mandatory”)	3
Step 2: Fill out the <i>Disclosure of Lobbying Activities</i> (SF-LLL)	6
Step 3: Complete and Attach Required Items to the <i>Attachments Form</i>	7
The Attachments.....	8
Attachment Button 1: Application Narrative.....	8
A. STATE BACKGROUND	8
B. PLANNING PROCESS.....	9
C. PRIORITIES AND PROGRAMMING	10
D. BUDGET	12
Attachment Button 2: State Arts Plan	13
Attachment Button 3: Changes in Conflict of Interest/Appeals.....	13
Step 4: Submit items electronically through Grants.gov	14
Updates	15
Additional Help/Contacts	15

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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: State Arts Agencies

Introduction

NEA Partnership Agreement grants are awarded to the nation’s 56 state and jurisdictional arts agencies each year. State Arts Agencies (SAAs) apply through an annual application process that represents a mutually beneficial relationship between federal and state governments in support of the nation’s cultural infrastructure. Application components will:

- demonstrate eligibility for federal funds as dictated by NEA legislation and agency priorities, and
- provide an annual “field report” to the NEA on state priorities; constituent needs and recommendations; and programming and activities, including those with shared state and federal goals and objectives.

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

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. State Arts Plan *
 - c. Changes in Conflict of Interest/Appeals

Items with an asterisk (*) will be reviewed by Partnership Agreement grant reviewers. Other submitted items are for administrative use only. Application narratives should not refer reviewers to application materials that are not marked with an asterisk.

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

Stop after item 18. Do not add attachments 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

Recommended length is **three pages**.

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

Recommended length for the application narrative is **three pages**. If more space is needed to address significant items relevant to the required prompts below, additional pages may be used. The application narrative **should not exceed five pages in total**. Application reviewers will be directed to not review more than five pages of application narrative. Applicants requesting Arts & Health funding may include an additional page, if needed.

You may reference details provided in the State Arts Plan (Attachment Two) as needed, so as not to duplicate information. Please include specific page numbers and/or sections in your references to the plan. Applicants may also provide URL links to support/supplementary material that is referenced in your narrative, including links to organization work plans, program implementation plans, or previous state arts plans, if relevant. Use links in moderation and do not direct reviewers to additional narrative content.

Partnership Agreement grants eligibility requires that SAAs must have developed a **state arts plan** that:

- Results from an inclusive, **public process** that solicited and represented the perspectives of arts constituencies throughout the State, and
- Reflects **recommendations** from the public process, as well as programmatic and/or policy **responses** to the recommendations.

To meet the needs and eligibility requirements noted above, please address, in order, each of items A-D below.

NOTE: Any discussion of reaching and serving **underserved groups/communities** should identify those constituencies your organization considers underserved and describe your organization's efforts to engage members of those underserved groups/communities. If your organization has determined that there is an underserved group/community, please indicate whether there is any empirical research, studies, or data supporting that determination.

A. STATE BACKGROUND

1. **Provide a link to the State's enabling legislation, executive order, or comparable documentation** that shows that your organization is officially designated the State Arts Agency responsible for:

- a) Developing a statewide arts plan and establishing arts and cultural policy with statewide impact; and
 - b) Coordinating and administering all financial support received from the National Endowment for the Arts and the State in conjunction with the SAA Partnership Agreement.
2. Provide a link to your **current staff and board lists**.
 3. Describe **major developments or conditions** in your state – e.g., economic, cultural, demographic, educational, geographical, or other – as well as your organization’s placement within state government – that have an impact on your organization's planning and operations.

B. PLANNING PROCESS

IMPORTANT: If planning process information can be found in your State Arts Plan, you may identify the related pages or sections of the plan in lieu of reiterating that information in the Application Narrative attachment. Please be certain that *all* required details are referenced clearly, either directly in the plan or in this narrative.

1. Describe your organization’s **most recent planning process**, including:
 - The design and structure of the process;
 - Efforts undertaken to include a **wide range of constituents** in the planning process, such as those in underserved groups/communities, artists, arts organizations, educators, state agencies, community groups, disability groups, artists and cultural workers with disabilities, businesses, municipal and tribal governments, and/or the regional arts organization serving your state;
 - How members/representatives of **underserved groups/communities** were invited into and involved in the planning process;
 - The efforts your agency made to engage constituents through a **variety of means**, such as public meetings, surveys, interviews, virtual engagement, and digital communications as relevant to various constituent groups. Be sure to reference specific facts and figures about the methods employed to reach and involve participants. Include the number, dates, times, and locations of constituent meetings, numbers of participants, and which sectors they represent.
 - Efforts to ensure the physical and programmatic **accessibility** of your in-person and virtual events, publications, website, and offices.
2. Discuss the **recommendations and priorities** for your state arts plan that resulted **from the public meetings** and other forums.
3. Describe your **organization’s response to these recommendations**, and the ways in which the response was communicated to the public – including but not limited to references in the state arts plan.

4. Describe the **processes used to measure and monitor** your organization's progress in relation to the state arts plan. Include if relevant, any metrics or other information (e.g., program and/or organization evaluations) used. Describe how those served, including underserved groups, are included in the evaluation process; how outside experts are involved in your evaluation activities; and any changes that your organization plans to make to its programs and services based on their involvement.

C. PRIORITIES AND PROGRAMMING

1. Without reiterating your state arts plan, which reviewers will see in full, briefly describe your organization's **priorities** for the upcoming year and the leadership your organization is undertaking to achieve those priorities.
2. Describe your organization's **most significant programs, activities, and accomplishments** in relation to your state's current or most recent arts plan.
 - In addition, as relevant, consider addressing programming if/as it intersects with the Goals and Objectives outlined in the Partnership Agreement grants program description and further addressed in the [NEA strategic plan](#).
 - If relevant, describe and explain any challenges that resulted in the objectives or goals either not being met or only partially met since your organization's last application.
 - You may also discuss internal organizational work, such as introduction of new funding categories or completion of long-term programming, which may also demonstrate the most significant accomplishments of your organization.
3. Include **details relevant to state/federal cooperative program areas** as detailed below:
 - a) **ARTS EDUCATION:** Describe briefly **arts education efforts and programming**, including any collective, systematic approaches or efforts in the state and/or state-wide plans for arts education.
 - Activities may be offered during or outside the regular school day schedule by school districts, arts organizations, or non-arts organizations or agencies in partnership with artists and/or arts groups. Projects could take place in locations such as schools, arts organizations, community centers, faith-based organizations, makerspaces, public housing, tribal community centers, and/or juvenile justice facilities, and may occur in-person or online.
 - Possible components of a state's arts education program include, but are not limited to: curriculum-based learning in any of the arts disciplines, including as appropriate: learning aligned with either national or state arts education standards; hands-on instruction in the arts; instruction balancing skills development with arts history and critical theory; sequential programs strengthened by regular engagement with art and artist professionals; interdisciplinary programs; programs integrating the arts with other subjects and making cross-curriculum connections; artist residencies; professional development such as teacher training and/or training for teaching

artists and/or training for school administrators; engagement of students with disabilities and provision of accommodations and adaptive techniques in arts instruction; and grants and/or technical assistance in support of arts education efforts.

- b) **FOLK & TRADITIONAL ARTS:** Describe briefly your organization's support of **stable, outreach-driven programs that are responsive to your state's diverse folk & traditional arts heritage**. In your description, include:
- How you will support folk & traditional arts in your state, including any grant programs (e.g., apprenticeships, etc.), fieldwork/research, technical assistance, and cultural sustainability programs for traditional artists.
 - Your outreach to folk & traditional arts stakeholders (e.g., artists, community leaders, folklorists, other organizations, etc.) to facilitate field-building and to inform your organization's programming or activities.
 - List the name and position/title of the lead staff for your folk and traditional arts programming. If programming is managed through a partnership or contract, such as agreements with a nonprofit organization or a university, list the partner/contractor's information, including details on any agreements that are in place.
- c) **POETRY OUT LOUD** (\$25,000 annually per participating agency): Describe the activities proposed for 2024-2025 including the anticipated geographic reach and timetable.
- List the name, position/title, telephone number, and email address of your Poetry Out Loud coordinator. If program coordination is contracted out, list both the contractor's information and the name of the main SAA supervisor/contact.
 - For more information about running a statewide Poetry Out Loud program, see [Poetry Out Loud State Partnership Agreement Information](#).
- d) **ARTS, HEALTH AND WELL-BEING PILOT (Optional):** Artists, cultural institutions, and arts and cultural participation strengthen our civic infrastructure and contribute to health and well-being through a myriad of ways. In FY25, NEA is offering additional funding for SAAs to support arts and cultural projects that lead to increased social connection and belonging, ultimately contributing to overall health and well-being for individuals and communities. [More information about NEA's Arts, Health and Well-being Pilot program](#).

Optional funding is available in two tiers of amounts of up to \$25,000 or \$75,000 per participating agency for FY25.

Applicants opting into this funding may include up to one additional page in their narrative (*if needed, for a total Application Narrative length of four to six pages*) to address the items below:

1. Describe briefly arts and health activities proposed for 2025-2026. Project activities could include, but are not limited to:
 - Developing or deepening partnerships between your state arts agency and other entities, including public and private health entities, in support of new programs, policies, activities that integrate arts and culture to foster health and well-being through social connection and belonging
 - Strategic planning activities that support comprehensive efforts to advance health and well-being through the arts and include a focus on advancing belonging and social connection
 - Building new or deepening existing programs at the intersection of arts, health and well-being, with a focus on social connection and belonging
 - Expanding capacity (via personnel or other expertise) to enable support of arts and health activities
 - Hosting state or regional conversations/convenings that initiate or strengthen cross-sector partnerships between arts and health sectors
 - Supporting research, evaluation, and learning activities; including field scans, needs assessments, or learning communities
 - Subaward programs that support arts and cultural activities that drive belonging, social connection, and overall health in communities
2. Indicate which funding tier you are applying to. **A 1:1 cost-share/match is required.**
 - **Up to \$25,000** to initiate new exploratory work or a demonstration project.
 - **Up to \$75,000** for the objective of advancing/deepening/expanding work at the state level that centers arts and culture in advancing belonging, social connection, and community health. For this \$75,000 tier, SAAs must describe how funds will lead to accomplishing the above-referenced objective, generate new partnerships with the health sector, reach more diverse stakeholders, shift arts and health policies at state level, and/or generate support for future activities at the intersection of arts and health. Include information in your description about recent past arts and health programming.
3. If there is an Arts, Health, and Well-being point of contact, list their name, position/title, telephone number, and email address.

D. BUDGET

Provide information about your agency's annual budget for the current fiscal year, and a projection for the next fiscal year. Include the amount allocated to the agency by the state, as well as your annual operating expenses.

Use the following format:

	Current Fiscal Year	Projected Next Fiscal Year
Fiscal Year End Date	MM/DD/YYYY	MM/DD/YYYY
Total State Allocation	\$	\$
Total Operating Expenses	\$	\$

Attachment Button 2: State Arts Plan

REQUIRED

To this button, attach your organization’s current state arts plan. The file name should include the **name of your organization** or a recognizable acronym followed by "Plan." Label each page clearly with your organization's legal name and "State Arts Plan."

The plan should convey your organization’s mission, vision, goals, objectives, major strategies, and evaluation plans.

Attachment Two should be your *current* state arts plan. If accomplishments described in your application narrative (Attachment One) relate to an earlier plan, you may include a link in the narrative to the former plan. If you have an organization work plan or program implementation plan developed to complement your state arts plan, you may also link to it within the narrative. It is the applicant’s responsibility to maintain availability of linked material.

Attachment Button 3: Changes in Conflict of Interest/Appeals

IF APPLICABLE

To this button attach your **Changes in Conflict of Interest/Appeals** document.

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

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 SAA 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

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

- folkandtraditionalarts@arts.gov

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

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

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

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

For questions specific to **Accessibility**, contact:

- Katharine Hayward at haywardk@arts.gov, or 202-682-5748