National Endowment for the Arts FY26 Grants for Arts Projects Webinar

Slide 1: Welcome Slide

National Endowment for the Arts

FY26 Grants for Arts Projects
Guidelines Webinar
January 8, 2025

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Slide 2 Introductions

National Endowment for the Arts

Staff Presenters

Michelle Hoffmann, Arts Education Director
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Tracey Alperstein, Specialist
Bryan McEntire, Lead Grants Management Specialist

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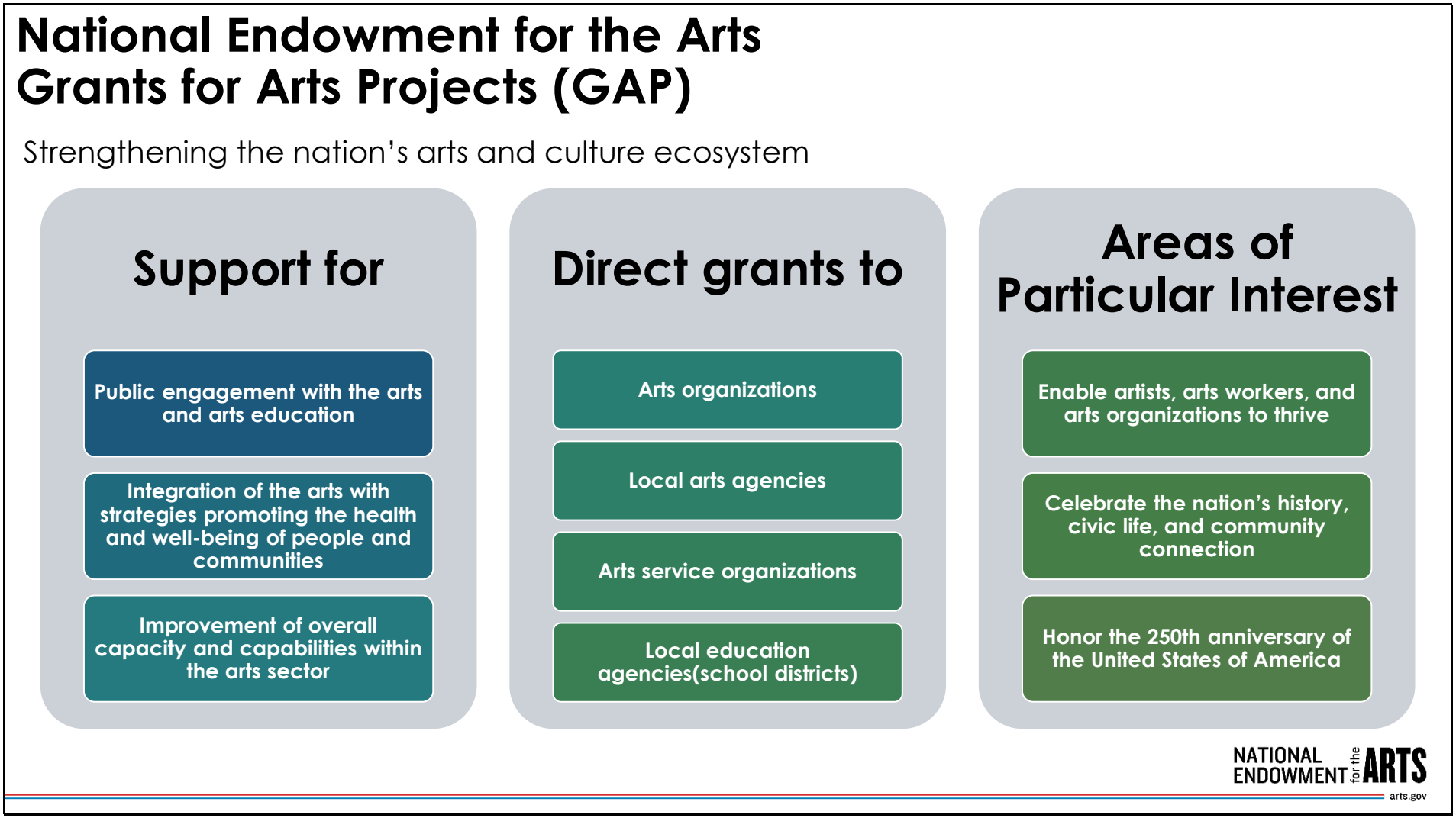
Hi everyone, welcome. I'm Michelle Hoffmann, Director of Arts Education here at the NEA. Today I'm joined by specialists, Xavier Boudreaux, Chris Orr, and Tracey Alperstein from our office of Strategy, Programs and Engagement, and Lead Grants Management Specialist Bryan McEntire from our Office of Grants Management. We're so glad you could join us today, and we look forward to answering your questions at the end of the presentation. When asking questions, please use the Q&A function. An archive of this webinar and a slide deck will be available on our website next week, so you'll be able to access the complete webinar at your convenience. Before we get started today, we'd like to learn a little bit more about today's attendees. So if you are a first time applicant to any NEA grant program, please answer YES to this quick poll question.

Slide 3: GAP Overview



The National Endowment for the Arts is an independent federal agency. Today's webinar will focus on our largest funding opportunity: the Grants for Arts Projects program, also known as GAP. GAP supports a wide range of arts activities to strengthen the nation's arts and culture ecosystem, including support for public engagement with the arts and arts education, the integration of the arts with strategies promoting the health and well-being of people and communities, and the improvement of overall capacity and capabilities within the arts sector

Each year we fund over 2,000 projects through this program, supporting arts organizations, local arts agencies, arts service organizations, local education agencies (school districts), and other organizations that can help advance the NEA's goals.

We encourage projects that

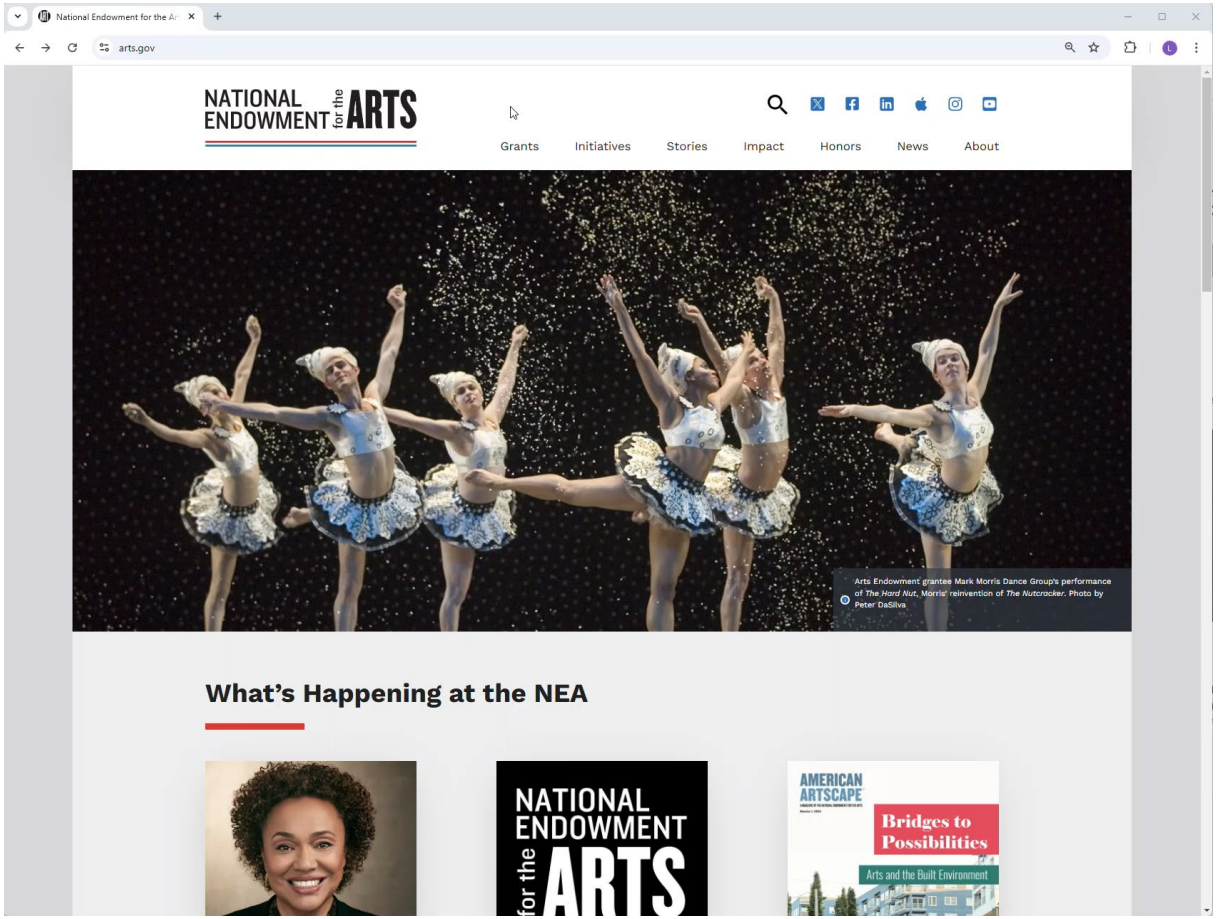
- Enable artists, arts workers, and arts organizations to thrive
- Celebrate the nation's history, civic life, and community connection, and
- Celebrate the nation's wide range of creativity by honoring the 250th anniversary of the United States of America

This webinar will go over the basics of this program, but full information about GAP can be found on our website.

Slide 4: Finding Guidelines on the Website

Website: Finding Guidelines

www.arts.gov



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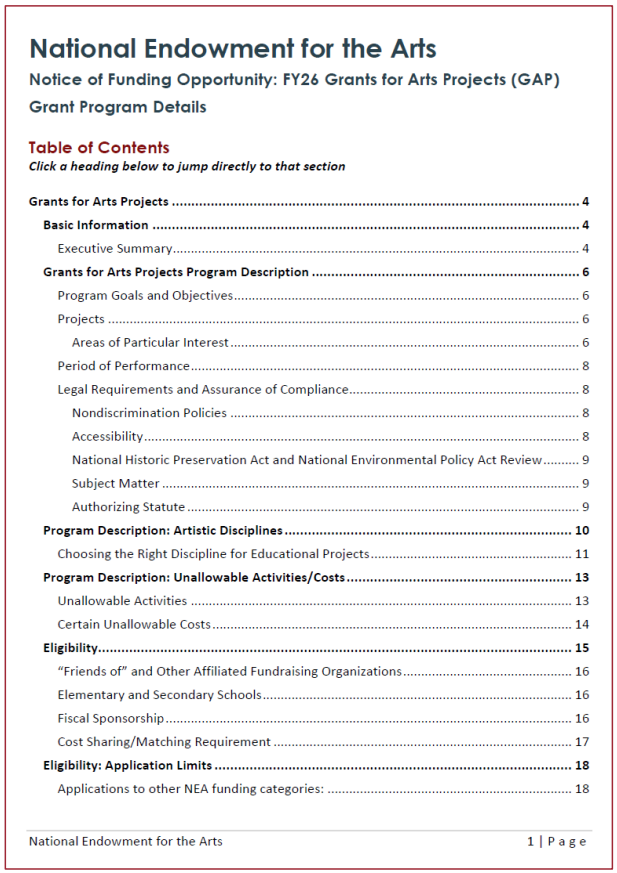
From our homepage, click on “Grants”, then select “Grants for Arts Projects”

This will take you to the introductory page. This page provides a basic overview of the program, with full information found under the “Grant Program Details and Instructions” heading. Information is divided into two sections: the “GAP Grant Program Details’’ and the ‘‘Application Instructions’’. These documents cover everything you need to know about GAP.

Slide 5: GAP Grant Program Details

GAP Grant Program Details



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Notice of Funding Opportunity: FY26 Grants for Arts Projects (GAP)

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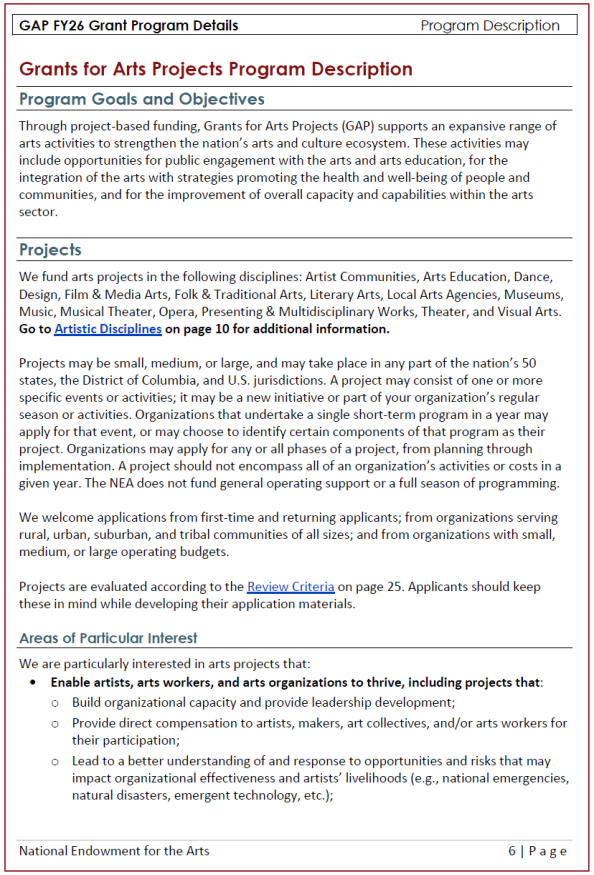

Grants for Arts Projects Program Description

Program Goals and Objectives

Through project-based funding, Grants for Arts Projects (GAP) supports an expansive range of arts activities to strengthen the nation's arts and culture ecosystem. These activities may include opportunities for public engagement with the arts and arts education, for the integration of the arts with strategies promoting the health and well-being of people and communities, and for the improvement of overall capacity and capabilities within the arts sector.

Projects

We fund arts projects in the following disciplines: Artist Communities, Arts Education, Dance, Design, Film & Media Arts, Folk & Traditional Arts, Literary Arts, Local Arts Agencies, Museums, Music, Musical Theater, Opera, Presenting & Multidisciplinary Works, Theater, and Visual Arts. **Go to Artistic Disciplines on page 10 for additional information.**

Projects may be small, medium, or large, and may take place in any part of the nation's 50 states, the District of Columbia, and U.S. jurisdictions. A project may consist of one or more specific events or activities; it may be a new initiative or part of your organization's regular season or activities. Organizations that undertake a single short-term program in a year may apply for that event, or may choose to identify certain components of that program as their project. Organizations may apply for any or all phases of a project, from planning through implementation. A project should not encompass all of an organization's activities or costs in a given year. The NEA does not fund general operating support or a full season of programming.

We welcome applications from first-time and returning applicants; from organizations serving rural, urban, suburban, and tribal communities of all sizes; and from organizations with small, medium, or large operating budgets.

Projects are evaluated according to the Review Criteria on page 25. Applicants should keep these in mind while developing their application materials.

Areas of Particular Interest

We are particularly interested in arts projects that:

- **Enable artists, arts workers, and arts organizations to thrive, including projects that**:
  - Build organizational capacity and provide leadership development;
  - Provide direct compensation to artists, makers, art collectives, and/or arts workers for their participation;
  - Lead to a better understanding of and response to opportunities and risks that may impact organizational effectiveness and artists' livelihoods (e.g., national emergencies, natural disasters, emergent technology, etc.);

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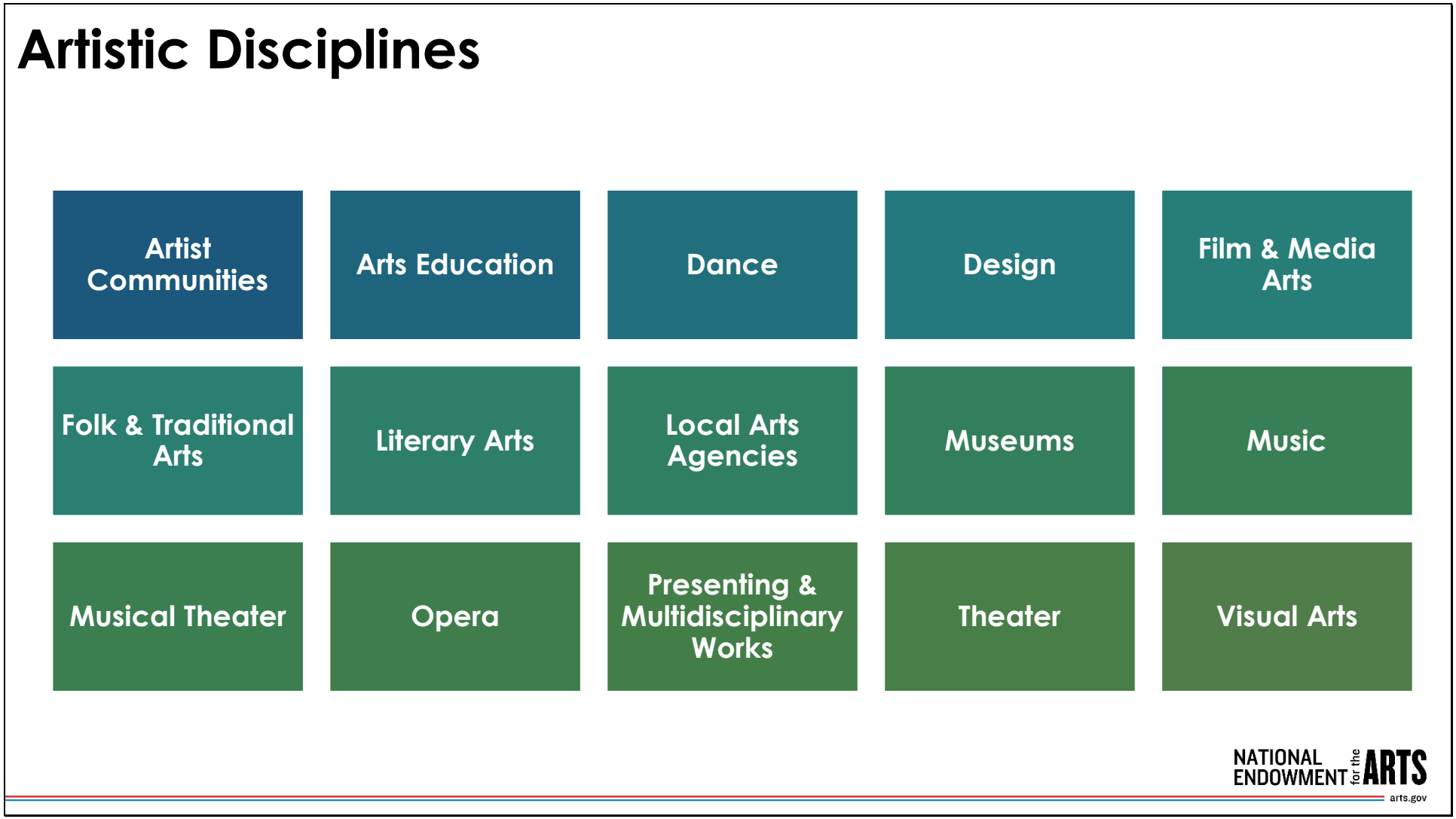
The "GAP Grant Program Details" document includes a detailed description of the grant program, full eligibility information, award information, a list of unallowable activities/costs, application review details, FAQs, and federal award administration information. This document covers information that is relevant across *all* of the GAP Artistic Disciplines.

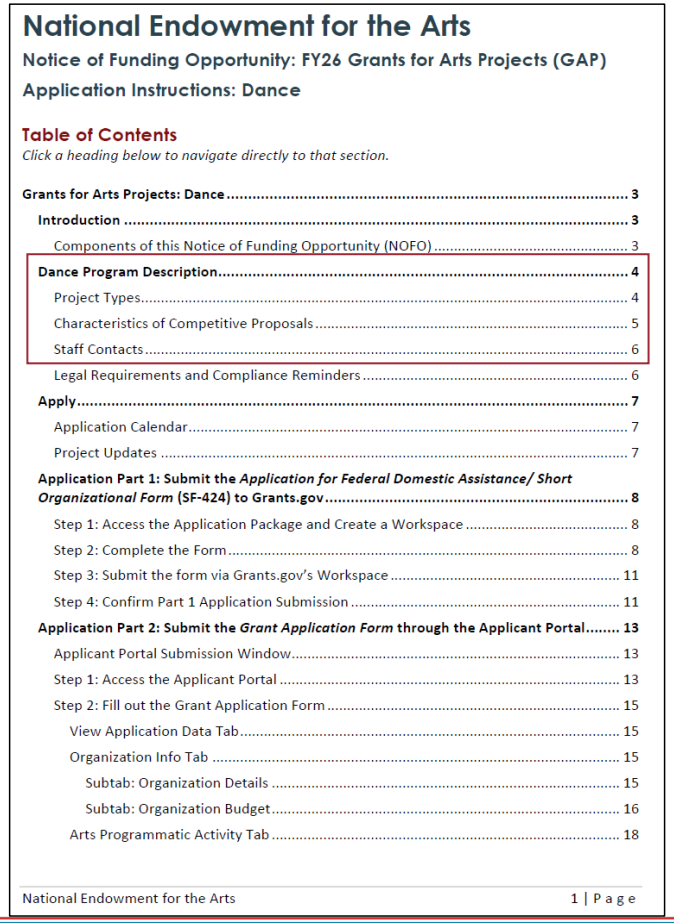
Slide 6: Artistic Disciplines



Applications are accepted under 15 different sub-categories, called “disciplines”. Each has their own specific set of application instructions. Applicants should select the discipline that best suits the content of their **project,** which may differ from their organization type. If you are unsure which area best suits your project, our staff is more than happy to discuss the options with you, so please reach out. We’ll post contact info at the end of the presentation.

Slide 7: Application Instructions, Discipline Info

GAP Application Instructions: Discipline Info



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Notice of Funding Opportunity: FY26 Grants for Arts Projects (GAP)

Application Instructions: Dance

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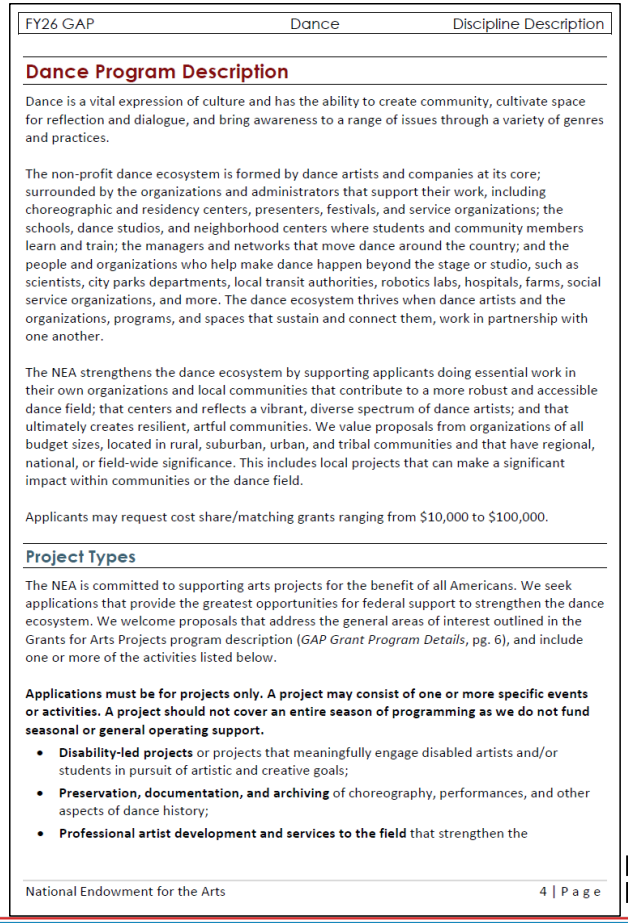

Dance Program Description

Dance is a vital expression of culture and has the ability to create community, cultivate space for reflection and dialogue, and bring awareness to a range of issues through a variety of genres and practices.

The non-profit dance ecosystem is formed by dance artists and companies at its core; surrounded by the organizations and administrators that support their work, including choreographic and residency centers, presenters, festivals, and service organizations; the schools, dance studios, and neighborhood centers where students and community members learn and train; the managers and networks that move dance around the country; and the people and organizations who help make dance happen beyond the stage or studio, such as scientists, city parks departments, local transit authorities, robotics labs, hospitals, farms, social service organizations, and more. The dance ecosystem thrives when dance artists and the organizations, programs, and spaces that sustain and connect them, work in partnership with one another.

The NEA strengthens the dance ecosystem by supporting applicants doing essential work in their own organizations and local communities that contribute to a more robust and accessible dance field; that centers and reflects a vibrant, diverse spectrum of dance artists; and that ultimately creates resilient, artful communities. We value proposals from organizations of all budget sizes, located in rural, suburban, urban, and tribal communities and that have regional, national, or field-wide significance. This includes local projects that can make a significant impact within communities or the dance field.

Applicants may request cost share/matching grants ranging from $10,000 to $100,000.

Project Types

The NEA is committed to supporting arts projects for the benefit of all Americans. We seek applications that provide the greatest opportunities for federal support to strengthen the dance ecosystem. We welcome proposals that address the general areas of interest outlined in the Grants for Arts Projects program description (*GAP Grant Program Details*, pg. 6), and include one or more of the activities listed below.

Applications must be for projects only. A project may consist of one or more specific events or activities. A project should not cover an entire season of programming as we do not fund seasonal or general operating support.

- **Disability-led projects** or projects that meaningfully engage disabled artists and/or students in pursuit of artistic and creative goals;
- **Preservation, documentation, and archiving** of choreography, performances, and other aspects of dance history;
- **Professional artist development and services to the field** that strengthen the

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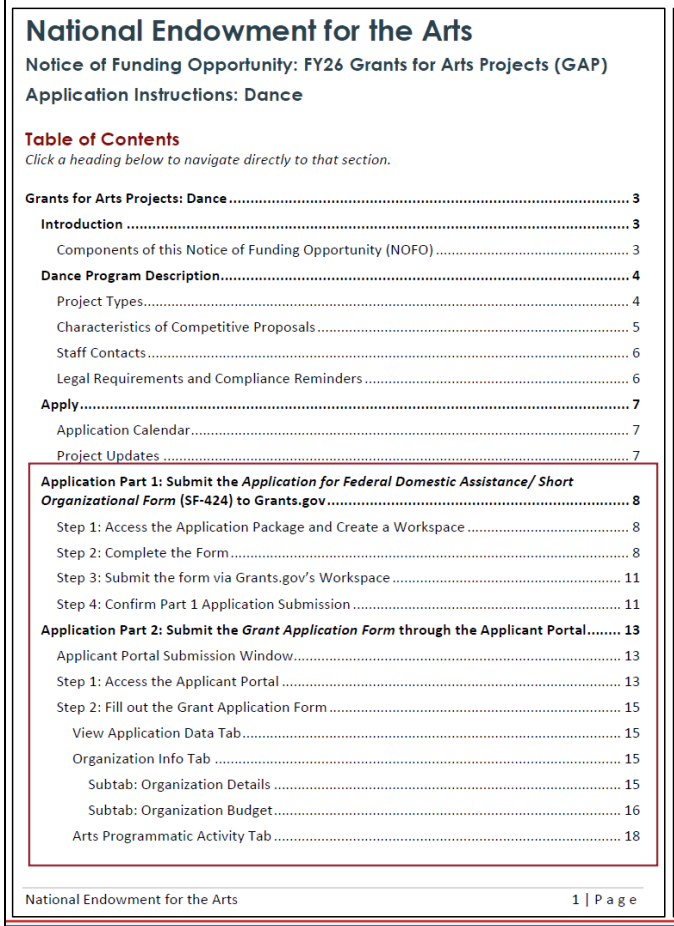
At the beginning of the Application Instructions document, you will find a detailed description of the discipline, types of accepted projects, and characteristics of competitive proposals. This information can help you determine if your project is a good fit for the discipline.

Slide 8: Application Instructions

GAP Application Instructions



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Application Instructions: Dance

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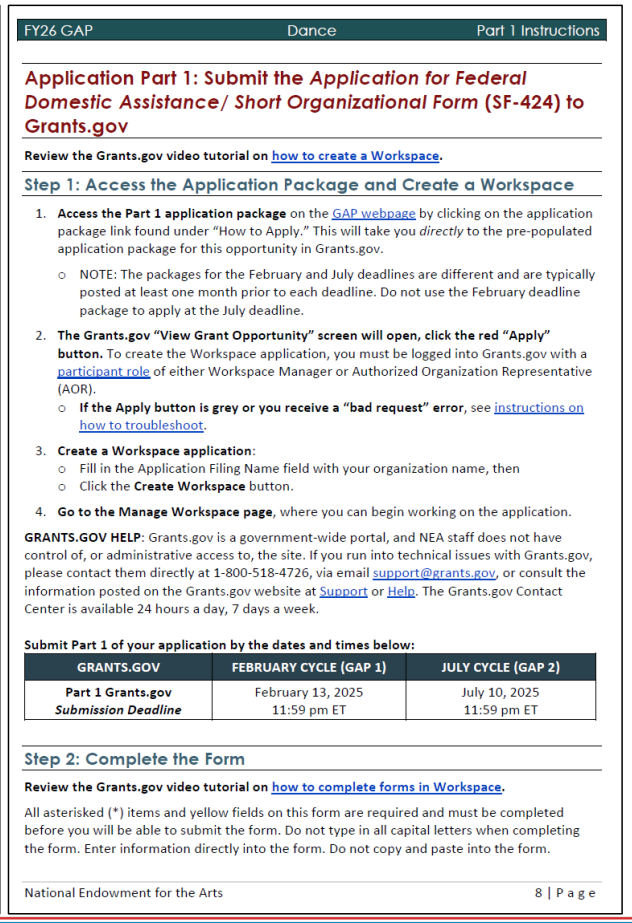


Application Part 1: Submit the *Application for Federal Domestic Assistance/ Short Organizational Form* (SF-424) to Grants.gov

Review the Grants.gov video tutorial on how to create a Workspace.

Step 1: Access the Application Package and Create a Workspace

1. **Access the Part 1 application package** on the GAP webpage by clicking on the application package link found under "How to Apply." This will take you *directly* to the pre-populated application package for this opportunity in Grants.gov.
   - NOTE: The packages for the February and July deadlines are different and are typically posted at least one month prior to each deadline. Do not use the February deadline package to apply at the July deadline.
2. **The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button.** 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).
   - **If the Apply button is grey or you receive a "bad request" error**, see instructions on how to troubleshoot.
3. **Create a Workspace application**:
   - Fill in the Application Filing Name field with your organization name, then
   - Click the **Create Workspace** button.
4. **Go to the Manage Workspace page**, where you can begin working on the application.

GRANTS.GOV HELP: Grants.gov is a government-wide portal, and NEA staff does not have control of, or administrative access to, the site. If you run into technical issues with Grants.gov, please contact them directly at 1-800-518-4726, 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.

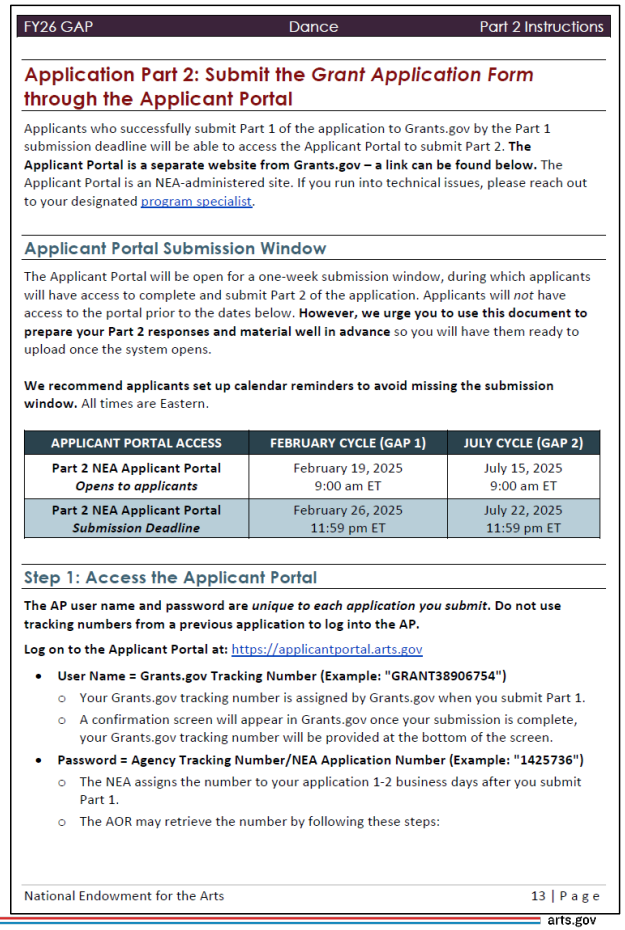
Submit Part 1 of your application by the dates and times below:

GRANTS.GOV	FEBRUARY CYCLE (GAP 1)	JULY CYCLE (GAP 2)
Part 1 Grants.gov *Submission Deadline*	February 13, 2025 11:59 pm ET	July 10, 2025 11:59 pm ET

Step 2: Complete the Form

Review the Grants.gov video tutorial on how to complete forms in Workspace.

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 and paste into the form.



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

Applicants who successfully submit Part 1 of the application to Grants.gov by the Part 1 submission deadline will be able to access the Applicant Portal to submit Part 2. **The Applicant Portal is a separate website from Grants.gov – a link can be found below.** The Applicant Portal is an NEA-administered site. If you run into technical issues, please reach out to your designated program specialist.

Applicant Portal Submission Window

The Applicant Portal will be open for a one-week submission window, during which applicants will have access to complete and submit Part 2 of the application. Applicants will *not* have access to the portal prior to the dates below. **However, we urge you to use this document to prepare your Part 2 responses and material well in advance** so you will have them ready to upload once the system opens.

We recommend applicants set up calendar reminders to avoid missing the submission window. All times are Eastern.

APPLICANT PORTAL ACCESS	FEBRUARY CYCLE (GAP 1)	JULY CYCLE (GAP 2)
Part 2 NEA Applicant Portal *Opens to applicants*	February 19, 2025 9:00 am ET	July 15, 2025 9:00 am ET
Part 2 NEA Applicant Portal *Submission Deadline*	February 26, 2025 11:59 pm ET	July 22, 2025 11:59 pm ET

Step 1: Access the Applicant Portal

The AP user name and password are *unique to each application you submit*. Do not use tracking numbers from a previous application to log into the AP.

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

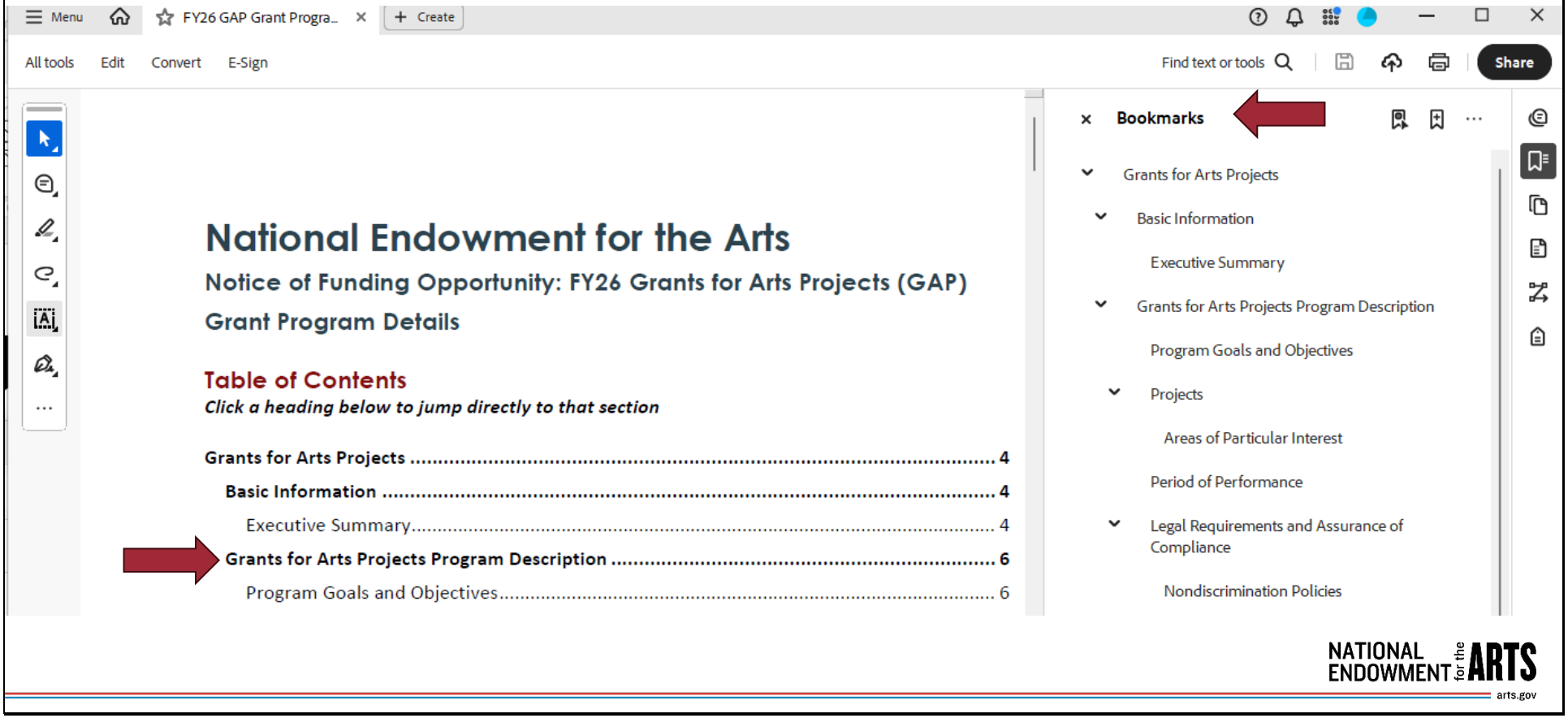
- **User Name = Grants.gov Tracking Number (Example: "GRANT38906754")**
  - Your Grants.gov tracking number is assigned by Grants.gov when you submit Part 1.
  - A confirmation screen will appear in Grants.gov once your submission is complete, your Grants.gov tracking number will be provided at the bottom 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.
  - The AOR may retrieve the number by following these steps:

arts.gov

After the discipline description, you will find full instructions on how to complete and submit your application, including all of the application questions and requirements for both parts of the application – we'll walk you through the application process later in the presentation. Some application requirements vary by discipline, so make sure you use the right set of instructions while preparing your application - each document includes the discipline name on the first page, as well as at the top of every page.

Slide 9: Document Navigation

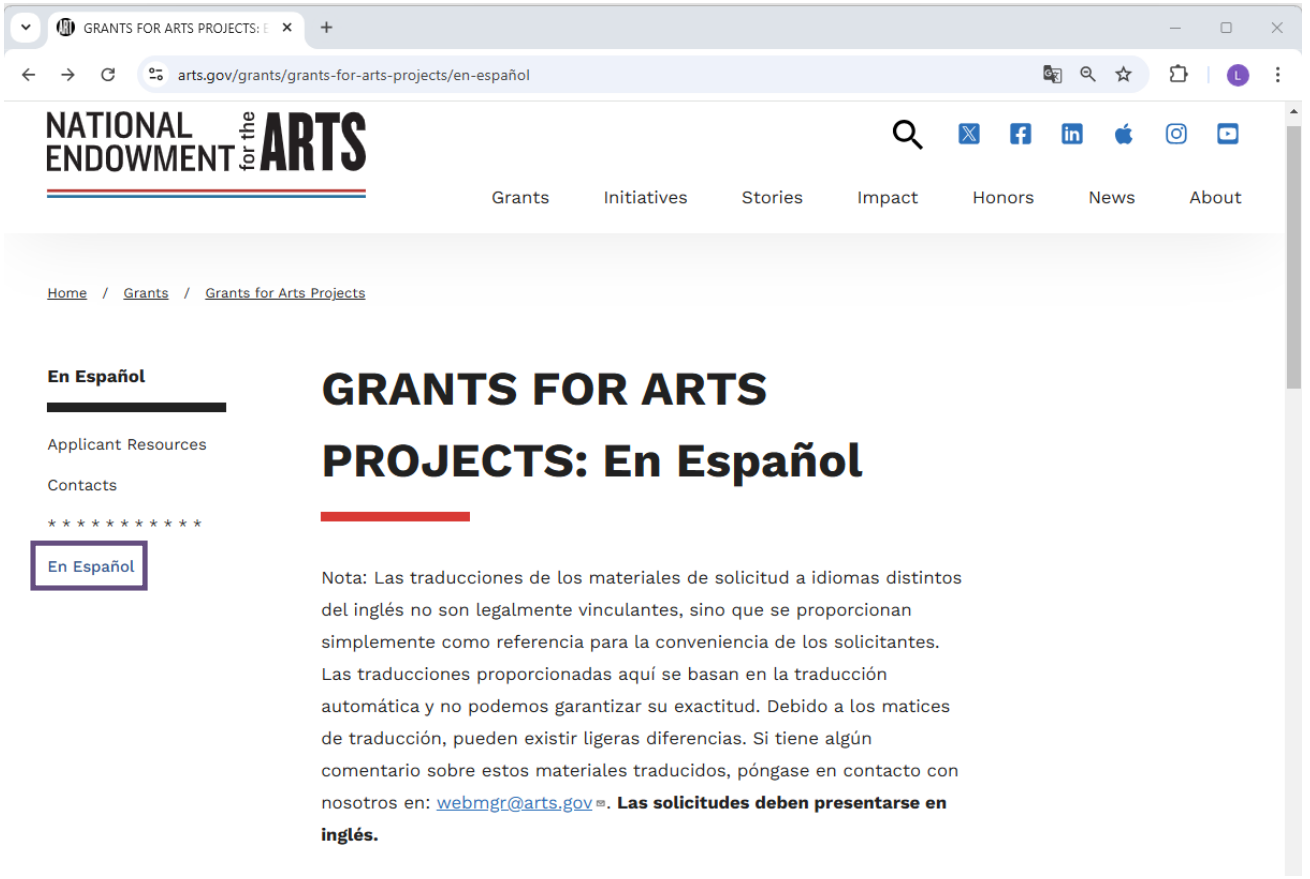
Document Navigation



Each document has a clickable table of contents, which you can use to navigate directly to each section. If you are viewing the PDF in Adobe, you can also use the bookmarks feature to easily jump between sections.

Slide 10: Spanish Guidelines

Spanish Guidelines

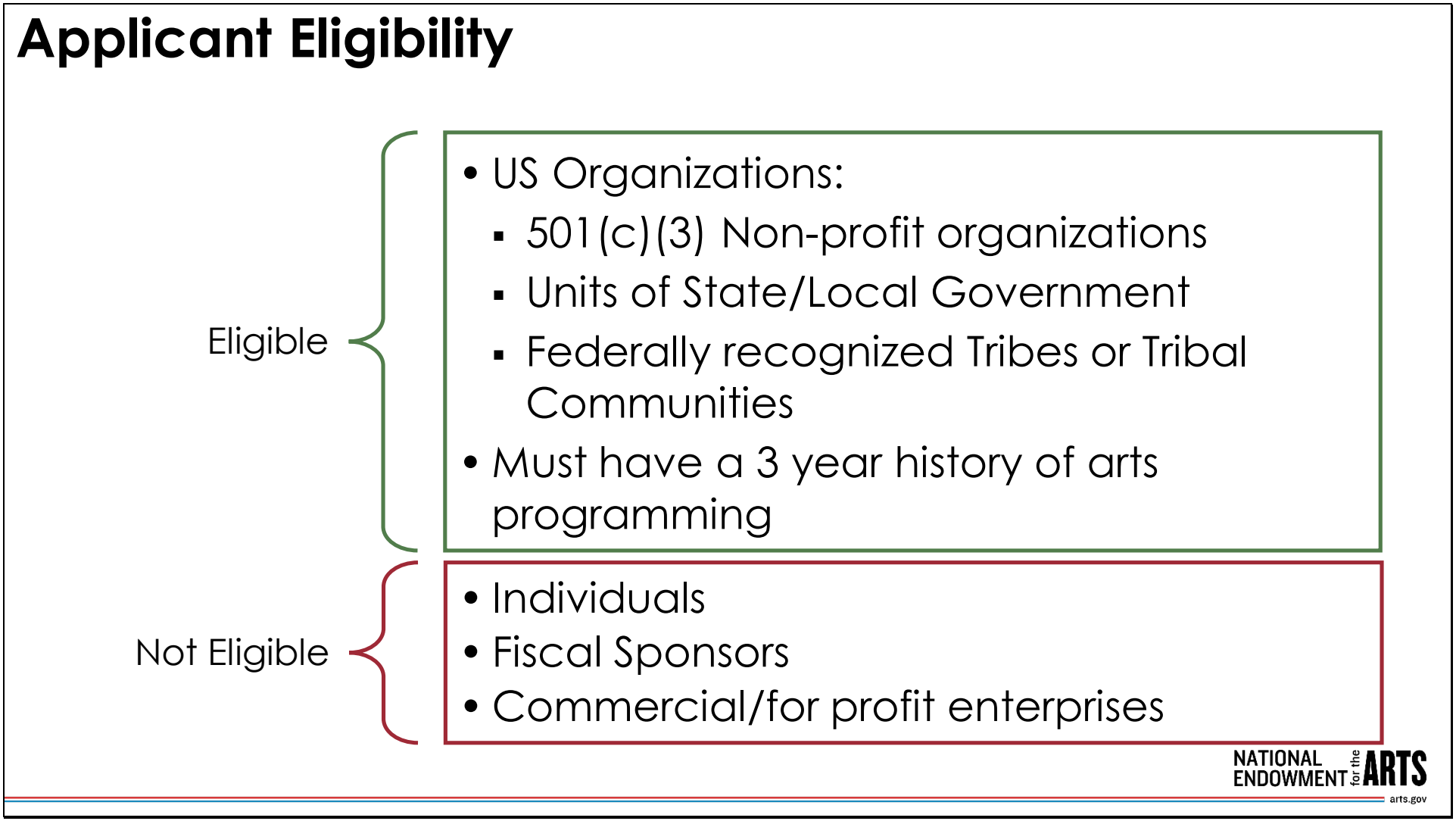


The Grant Program Details and Application Instructions documents are also available in Spanish. They can be found by clicking on the “En Español” link on the sidebar.

Now that we’ve shown you how to find the Grant Program Details and Instructions, we’ll get into an overview of GAP.

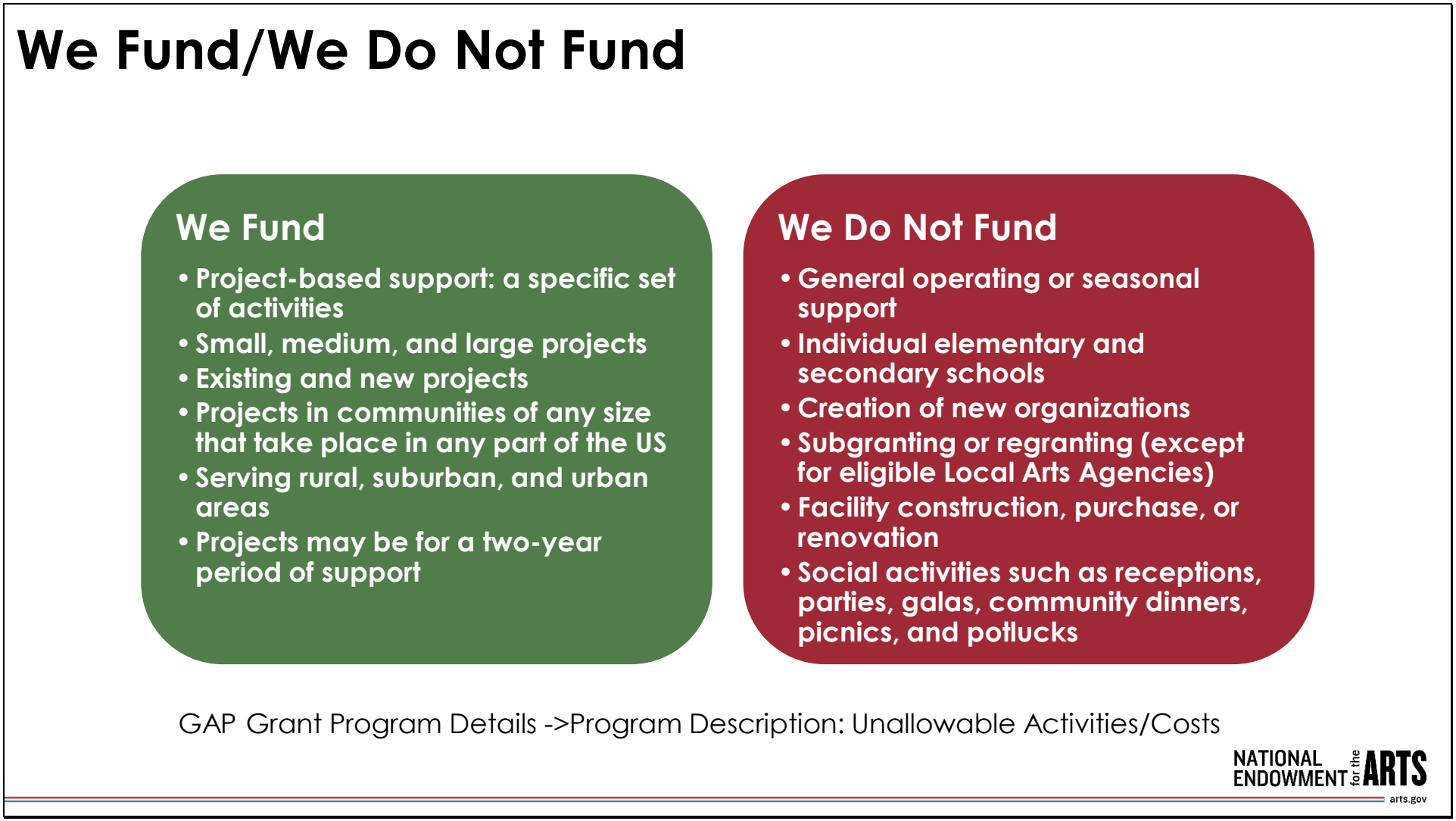
Slide 11: Applicant Eligibility

Applicant Eligibility



Applications to GAP are open to both new and returning applicants. In order to be eligible to apply, an organization must be based in the United States, *and* be a 501c3 nonprofit, a unit of state or local government, or a federally recognized tribe or tribal community. Organizations must have completed 3 years of arts programming prior to the application deadline. The organization does not need to have been a 501c3 for all of those 3 years, but it does need to have 501c3 status at the time of application. GAP does not accept applications from individuals, fiscal sponsors, or commercial or for-profit enterprises.

Slide 12: We fund/We do not fund



GAP funding is project-based. Meaning, your application should be for a *specific* set of activities. We support a wide variety of project sizes, from the very small to the very large. Projects can be an existing program that your organization produces or presents each year, or it can be for a brand new activity. We support projects in communities of any size in all 50 states and US jurisdictions, including projects that serve rural, suburban and urban areas. Projects may be for a two-year period of support.

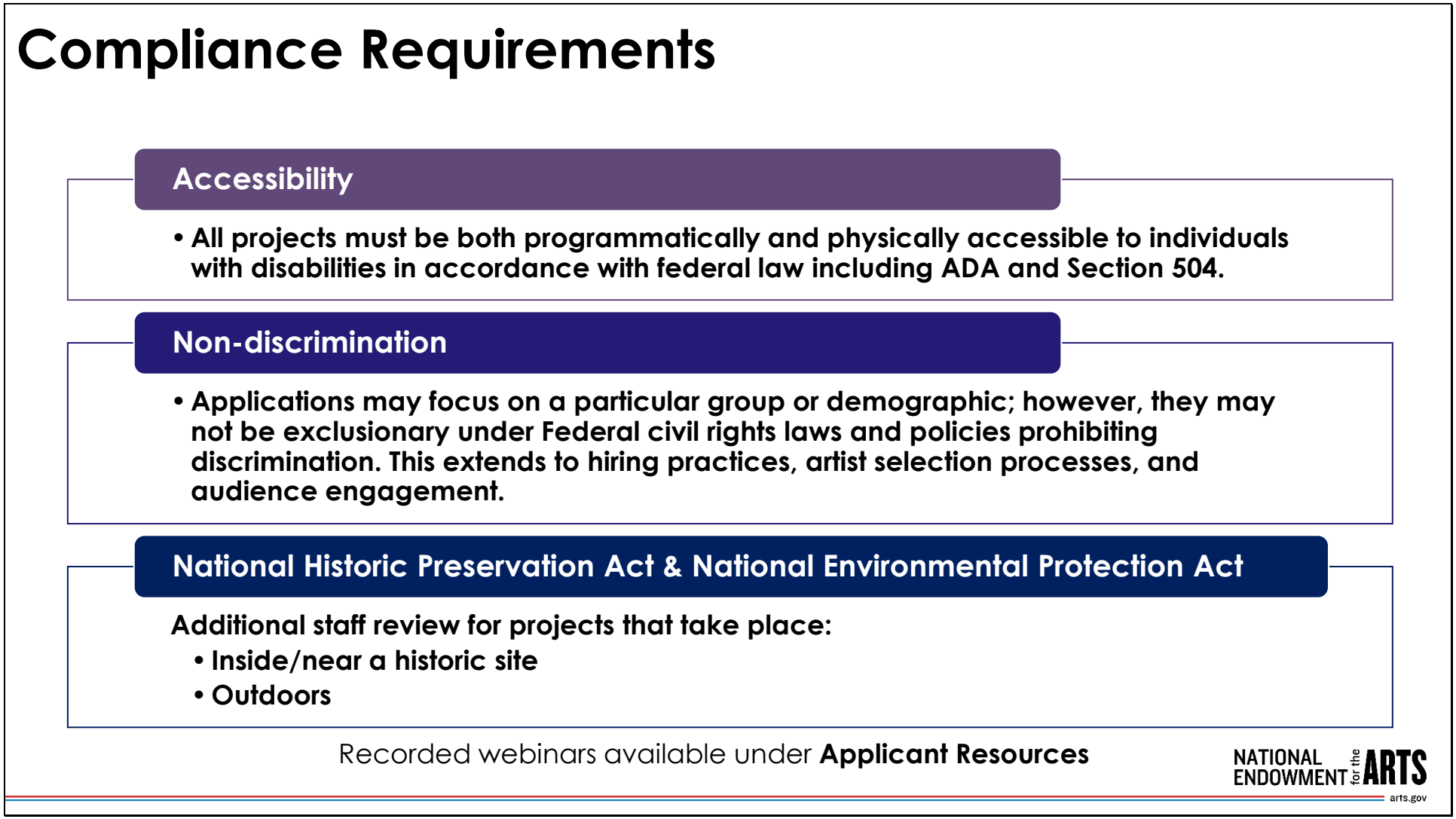
There are restrictions on what we are able to fund. Some examples of activities or costs we do not fund include:

- General operating or seasonal support – as we mentioned before, applications should be for a specific set of activities.

- Individual elementary and secondary schools – although we do support school districts.
- The creation of new organizations
- Subgranting or regranting, with the exception of eligible Local Arts Agencies
- Facility construction, purchase, or renovation
- And social activities, such as receptions, parties, galas, community dinners, picnics, and potlucks

This is only a partial list - a full list can be found in the GAP Grant Program Details document, in the “Program Description: Unallowable Activities/Costs” section.

Slide 13: Compliance Requirements



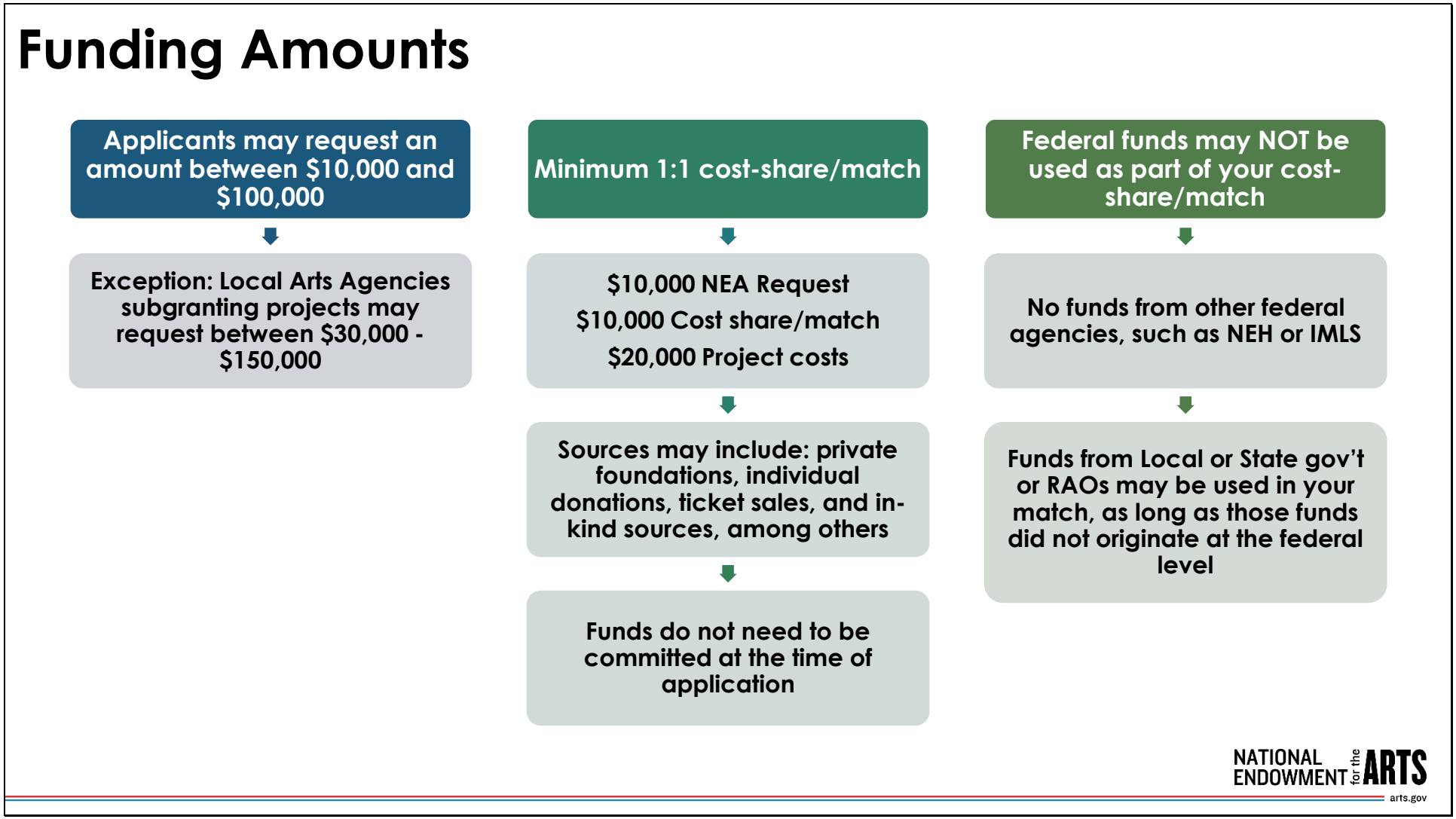
NEA grants are federal, and come with compliance requirements to ensure that everything we fund adheres to federal regulations. When preparing your application, you'll want to keep the following in mind:

- All projects must be both programmatically and physically accessible to individuals with disabilities in accordance with federal law – including the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act
- And while applications may focus on a particular group or demographic, they may not be exclusionary under Federal civil rights laws and policies prohibiting discrimination. This extends to hiring practices, artist selection processes, and audience engagement.

- Projects that take place inside of, or near to, a historic site; and/or outdoors may be subject to additional staff review to ensure they are in compliance with the National Historic Preservation Act and the National Environmental Protection Act

You can find links to pre-recorded webinars about each of these topics on the “Applicant Resources” page on the website.

Slide 14: Funding Amounts



Applicants may request an amount between $10,000 and $100,000, with the exception of Local Arts Agencies, which may request between $30,000 to $150,000 for sub-granting projects. Applicants must demonstrate a minimum 1:1 cost-share/match. For example: a $10,000 NEA request means you must show at least $10,000 in cost-share/ matching funds, and your total project costs must be at least $20,000. Matching funds may come from a variety of sources, including: private foundations, individual donations, ticket sales, and in-kind sources, among others. Cost-share/matching funds do not need to be committed when you submit your application. Federal funds may NOT be used as part of your cost-share/match. This includes funding from other federal agencies such as the National Endowment for the Humanities, or Institute of Museum and Library Services,

among others. Funds from Local or State government, or Regional Arts Organizations may be used in your match, as long as those funds did not originate at the federal level.

Slide 15: Application Limits

Application Limits

An organization may apply once per calendar year to either GAP *or* Challenge America.

Exception: Independent Component (IC)
Independent unit of a larger (parent) organization

- **Unique Mission**
- **Board**
- **Budget**
- **Staff**
- **3 year arts programming history**
- **ICs must be approved by the NEA**

Additional application: Our Town or Research Awards grant categories

No overlapping costs/activities

More details: **Eligibility** section -> **Application Limits**

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An organization may apply ONCE per calendar year to either GAP or the Challenge America grant categories – you may not apply to both in the same year. The one exception to this rule is for organizations submitting an additional application on behalf of an Independent Component (also known as an IC)

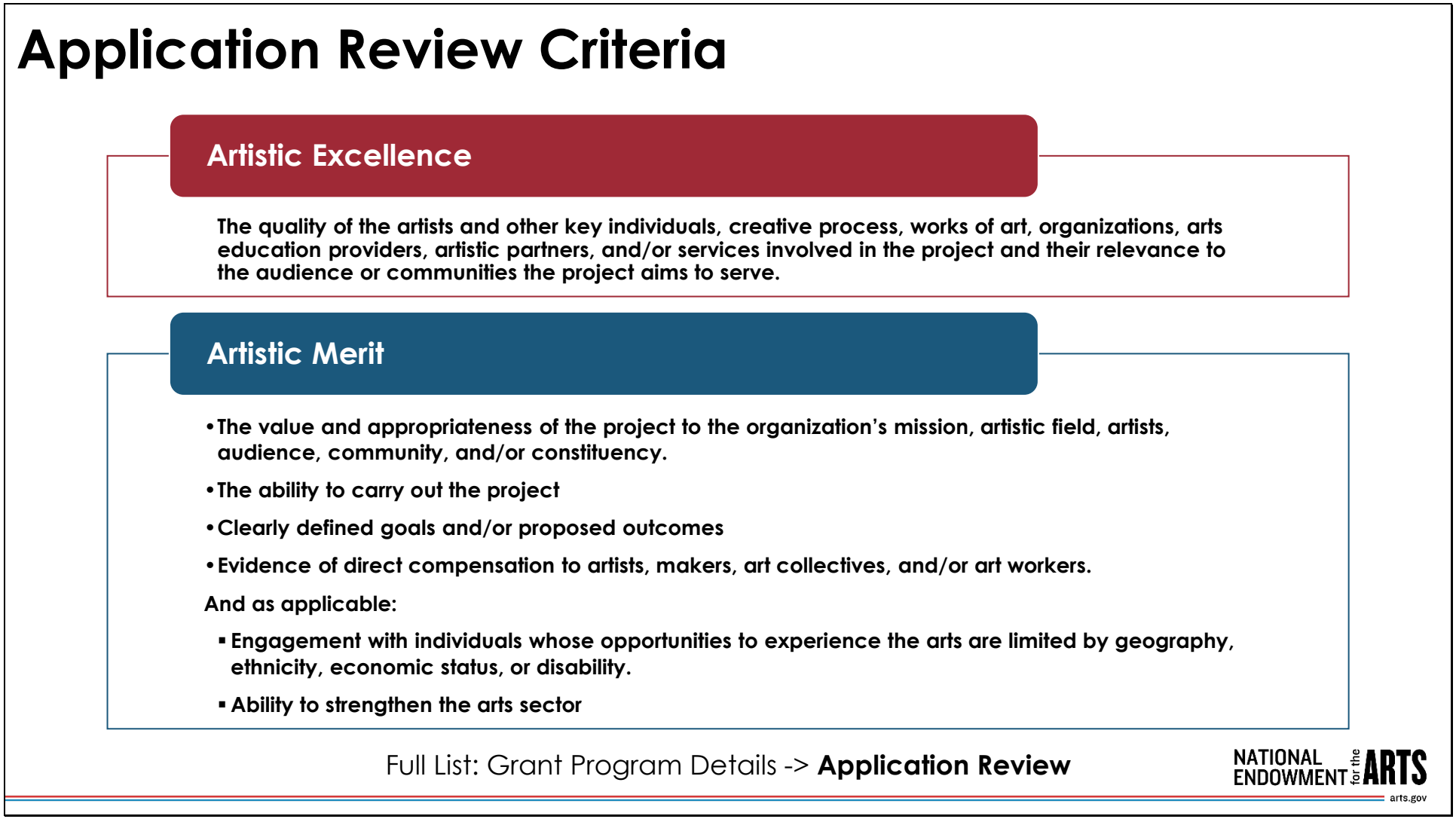
- An IC is a unit of a larger organization – referred to as the Parent organization - that operates independently
  - In order to qualify as an IC, the unit must have its own: unique mission, advisory board, budget, and staff, all of which are dedicated primarily to the IC, and not the Parent organization. The IC must also have completed at least 3 years of arts programming prior to the deadline.

- ICs must be approved by the NEA – if you are applying on behalf of an IC for the first time, reach out to staff well before the application deadline to start the approval process.

Organizations may also submit applications to the Our Town or Research Awards grant categories in addition to their GAP application

In each case, you need to be sure that your applications and grants do not overlap in terms of costs or activities. In other words, you cannot use more than one NEA grant to fund the same activities. More information can be found in the Eligibility section of the GAP Grant Program Details, under “Application Limits”

Slide 16: Application Review Criteria



All applications are reviewed based on two, congressionally mandated, review criteria: Artistic Excellence and Artistic Merit. We encourage you to keep the criteria in mind while you are preparing your application.

Artistic Excellence includes: the quality of the artists and other key individuals, creative process, works of art, organizations, arts education providers, artistic partners, and/or services involved in the project and their relevance to the audience or communities the project aims to serve.

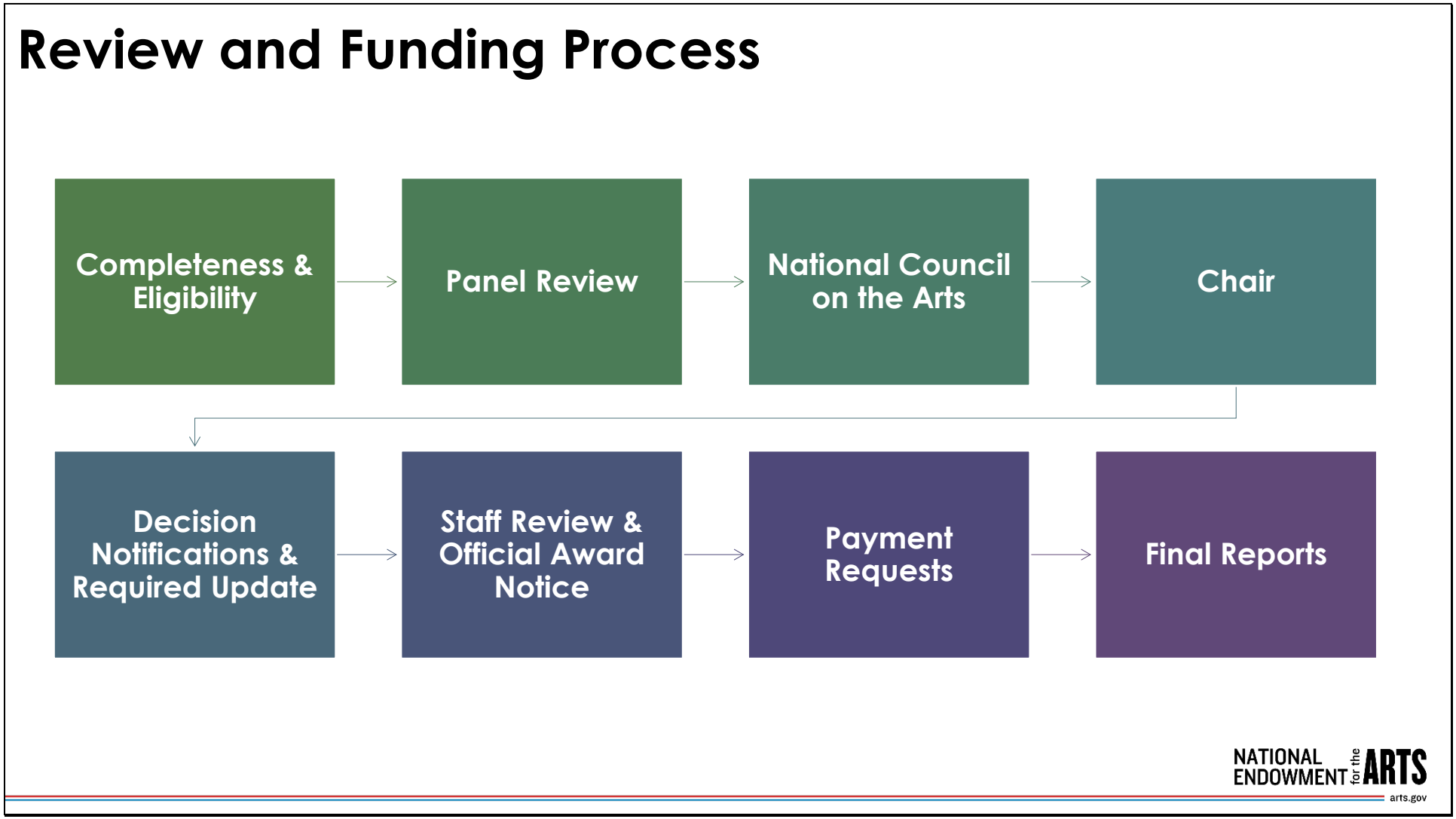
Artistic Merit includes:

- The value and appropriateness of the project to the organization's mission, artistic field, artists, audience, community, and/or constituency.
- The ability to carry out the project
- Clearly defined goals and/or proposed outcomes
- Evidence of direct compensation to artists, makers, art collectives, and/or art workers.

And as applicable:
- Engagement with individuals whose opportunities to experience the arts are limited by geography, ethnicity, economic status, or disability.
- Ability to strengthen the arts sector

This is a partial list, for the full list of review criteria, see the "Application Review" section of the Grant Program Details

Slide 17: Review and Funding Process



Here is a brief overview of how we review and fund projects:

- First, staff checks submitted applications for completeness and eligibility. All complete and eligible applications continue on through the process.
- Applications are reviewed by a peer-review panel, comprised of artists and arts administrators from across the country, and each panel is congressionally mandated to have at least one layperson – someone who is knowledgeable in the arts, but who is not an artist or arts administrator. Panelists provide scores and comments based on the review criteria.
- After panels are complete, staff presents funding recommendations to the National Council on the Arts, for their approval
- After the council meeting, the NEA Chair gives final sign off on all recommendations.

- Applicants receive a decision notification via email. Recommended applicants will be asked to provide an update, including a revised budget, and an accessibility form.
- Staff will review your documents and make sure that everything in the recommended application aligns with federal requirements. This part of the process can take several weeks. Once this review is complete, staff will issue award documents. This is when your recommended application officially becomes a grant, and you will be notified via email.
- Payments are not automatically disbursed. After you receive your award notification, you can begin to submit payment requests.
- All grantees are required to submit final reports, which are due 120 days after the end of your grant period.

Slide 18: Application Calendar

Application Calendar

Step	February Cycle (GAP1)	July Cycle (GAP2)
Part 1 Application Package Available on Grants.gov	December 2024	Mid-May 2025
Part 1 Grants.gov ***Submission deadline***	**February 13, 2025 11:59 pm ET**	**July 10, 2025 11:59 pm ET**
Part 2 NEA Applicant Portal ***Opens to applicants***	**February 19, 2025 9:00 am ET**	**July 15, 2025 9:00 am ET**
Part 2 NEA Applicant Portal ***Submission deadline***	**February 26, 2025 11:59 pm ET**	**July 22, 2025 11:59 pm ET**
Notification of recommended funding or rejection	Early to mid November 2025	Early to mid April 2026
Earliest project start date	January 1, 2026	June 1, 2026

All artistic disciplines accept applications at both cycles,
EXCEPT **Artist Communities** and **Design**, which only accept applications in February

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GAP accepts applications twice a year, GAP 1 in February, and GAP 2 in July.

All discipline areas accept applications at both cycles, with the exception of Artist Communities and Design, which *only* accept applications in February. As a reminder – an organization can only submit once per calendar year, so you cannot apply to both GAP cycles.

Applications are submitted using a two-part process:
- Part 1 is submitted via Grants.gov.

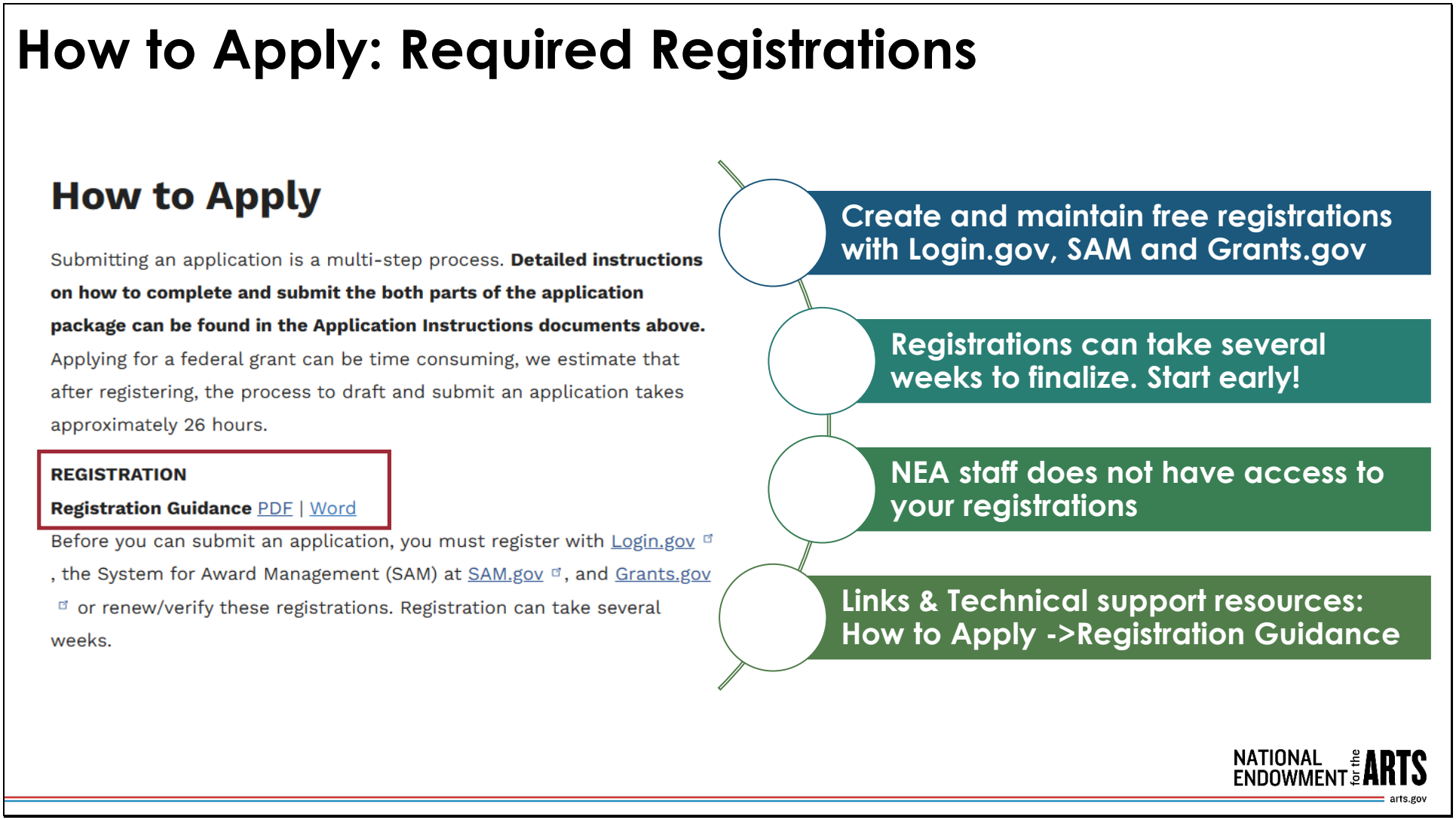
- Part 2 is submitted via the NEA's Applicant Portal, which is a separate website from Grants.gov. Applicants have a 1 week window at each cycle to submit their application materials. The Portal is not available prior to the first day listed on the application calendar, but you can use the instructions document to prepare your application materials in advance.

Decision notifications for GAP1 are typically sent out in early to mid November, and for GAP 2 in early to mid April.

It's also important to note that the earliest allowable start date for project activities differs between the deadlines - for the February GAP1 cycle, the earliest allowable start date is January 1, 2026; and for the July GAP2 cycle, the earliest allowable start date is June 1, 2026.

Slide 19: How to Apply, Required Registrations

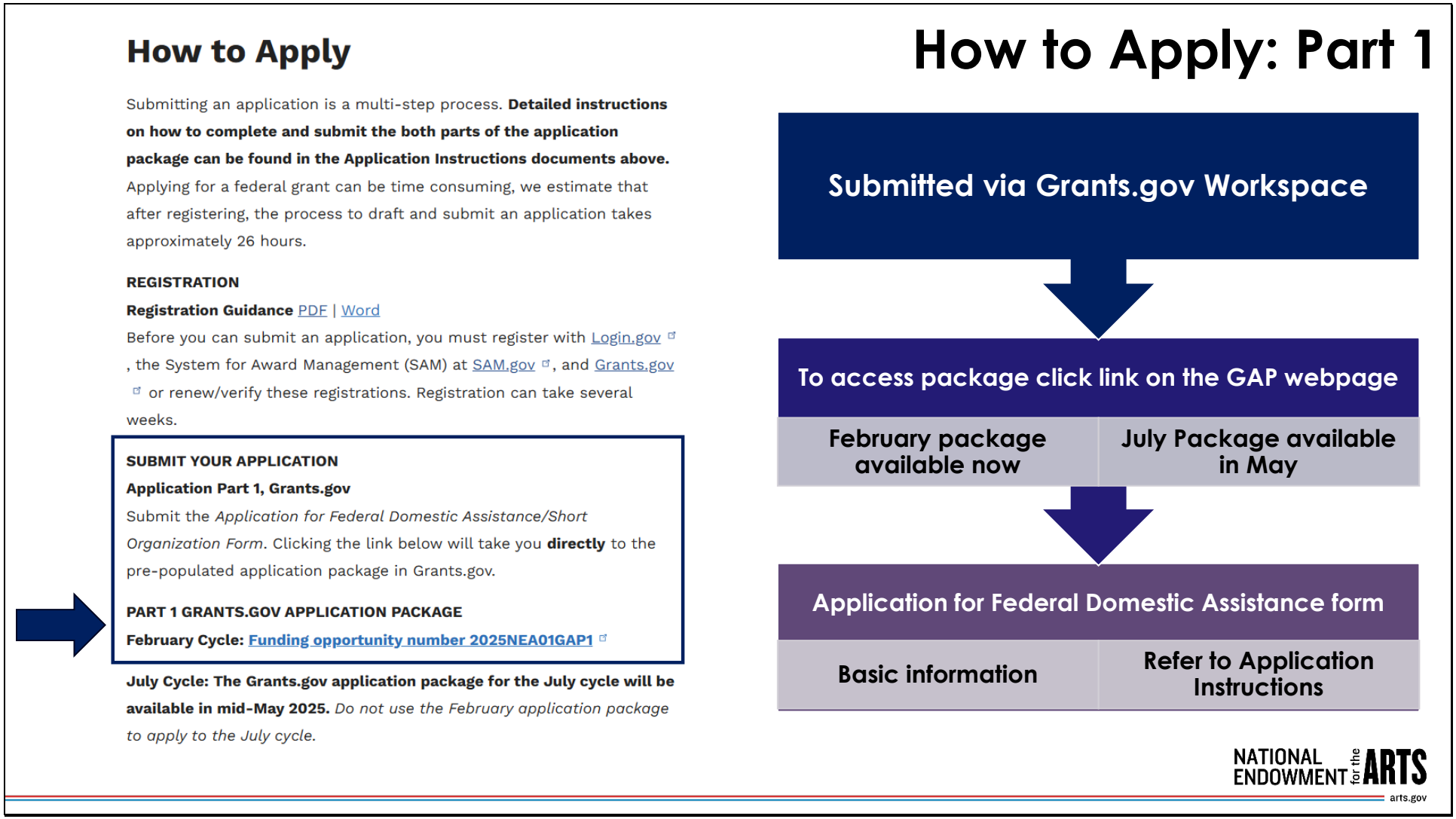
How to Apply: Required Registrations



- In order to submit an application, your organization must first register, or renew your registrations, with Login.gov, the System for Award Management, also known as SAM, and Grants.gov. These are federal government websites, so registering and maintaining these accounts is always *free*.
- These registrations can take several weeks to finalize, so begin this process early. Your registrations must be active for you to submit your application. If you have applied for NEA support in the past, it's likely that you already have these registrations, but you should double check to make sure they are active and up to date.

- Login.gov, SAM and grants.gov are operated by other federal agencies, so NEA staff does not have internal access to their systems and can't provide technical support. If you need assistance with any of these agencies, you can reach out to them directly.
- Information on the registration process, including links to each registration site, and technical support resources for each agency, can be found in the "Registration Guidance document" in the "How to Apply" section of the GAP webpage.

Slide 20: How to Apply Part 1



Once your registrations are all set, you can start the application process. To start, go to the How to Apply section on the GAP webpage, and scroll to "Submit your application".

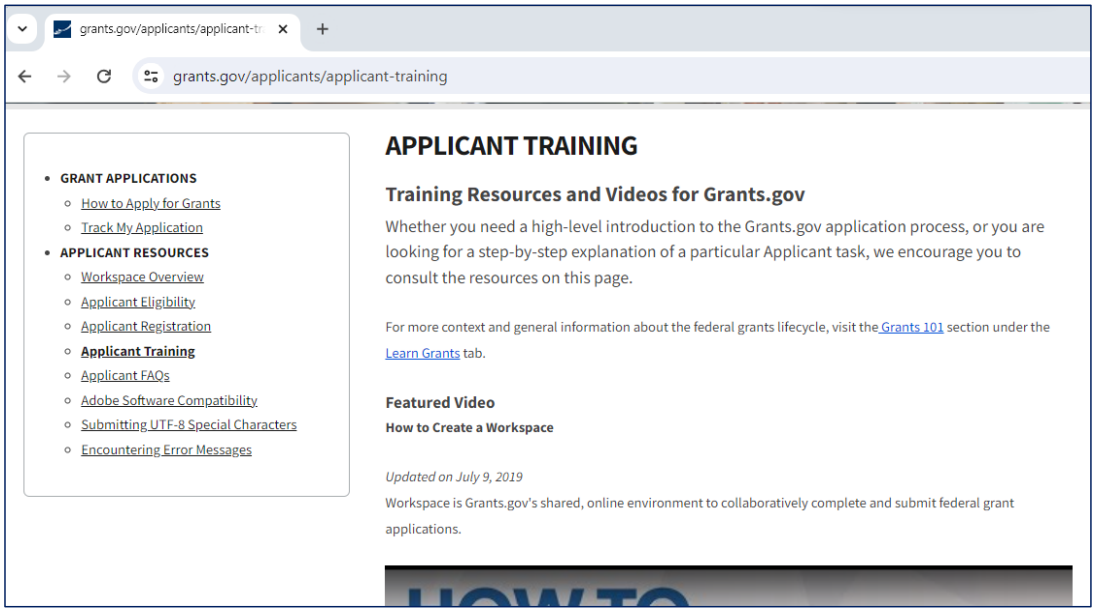
Part 1 of the application is completed and submitted via Grants.gov Workspace – to access the application package, click on the link found under "PART 1 GRANTS.GOV APPLICATION PACKAGE". The package for the February cycle is available now, and the package for the July cycle will be available in May. Clicking on this link will take you to Grants.gov to fill out and submit the "application for federal domestic assistance" form. This

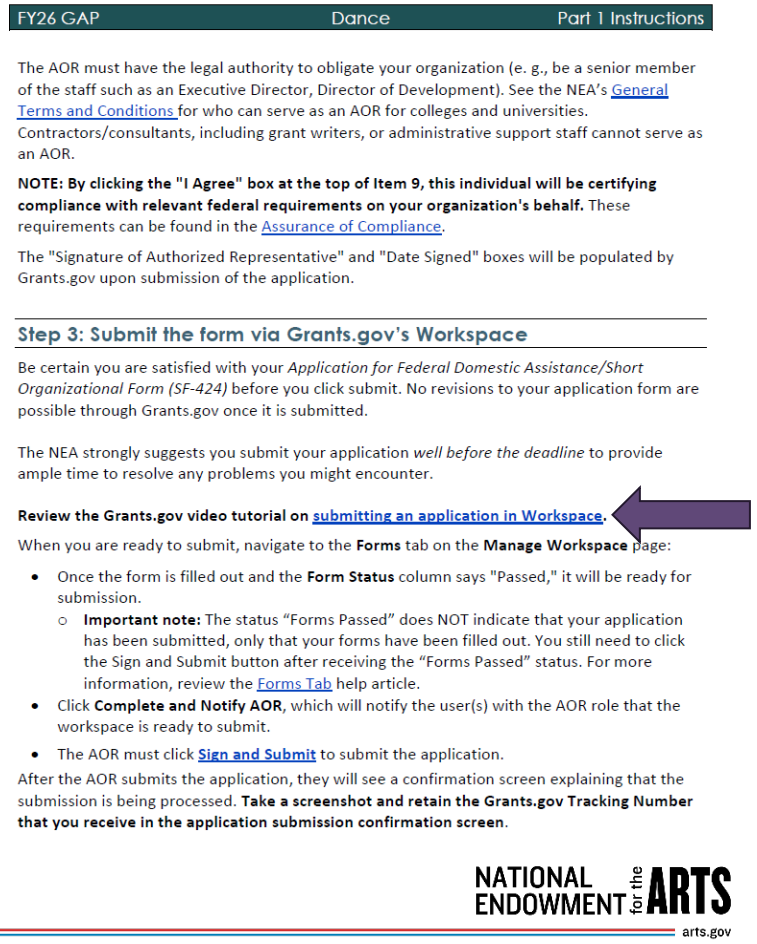
form asks for basic information, including the name of your organization, and contact info. The Application Instructions includes detailed directions for how to complete and submit this form.

You must successfully submit this form in order to continue to Part 2, where you will submit the rest of your application materials.

Slide 21: How to Apply, Grants.gov Workspace

How to Apply: Grants.gov Workspace

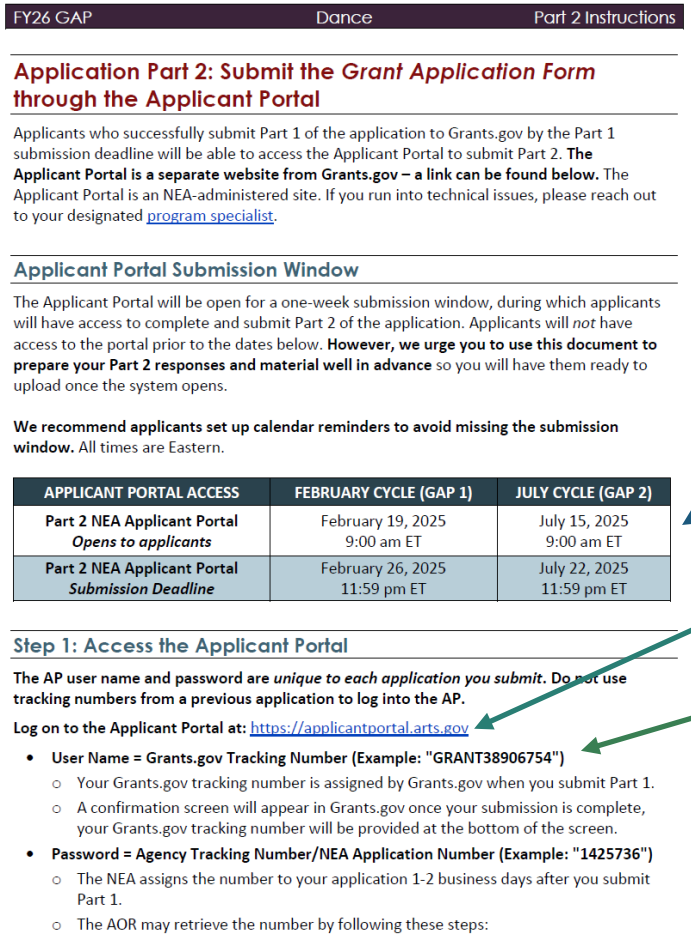




Grants.gov provides a number of resources to help you navigate how to use Workspace. If you are new to the process, we recommend checking out their "Applicant Training" webpage, which includes links to help resources, and video tutorials on how to use Workspace. You can find this page at grants.gov/applicants/applicant-training, or by using the QR code on the screen. Additionally, in the Application Instructions, we have included links to some of the video tutorials alongside the relevant instructions.

Slide 22: How to Apply: Part 2 Applicant Portal Access

How to Apply: Part 2 Applicant Portal Access



FY26 GAP | Dance | Part 2 Instructions

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

Applicants who successfully submit Part 1 of the application to Grants.gov by the Part 1 submission deadline will be able to access the Applicant Portal to submit Part 2. **The Applicant Portal is a separate website from Grants.gov – a link can be found below.** The Applicant Portal is an NEA-administered site. If you run into technical issues, please reach out to your designated program specialist.

Applicant Portal Submission Window

The Applicant Portal will be open for a one-week submission window, during which applicants will have access to complete and submit Part 2 of the application. Applicants will *not* have access to the portal prior to the dates below. **However, we urge you to use this document to prepare your Part 2 responses and material well in advance** so you will have them ready to upload once the system opens.

We recommend applicants set up calendar reminders to avoid missing the submission window. All times are Eastern.

APPLICANT PORTAL ACCESS	FEBRUARY CYCLE (GAP 1)	JULY CYCLE (GAP 2)
Part 2 NEA Applicant Portal ***Opens to applicants***	February 19, 2025 9:00 am ET	July 15, 2025 9:00 am ET
Part 2 NEA Applicant Portal ***Submission Deadline***	February 26, 2025 11:59 pm ET	July 22, 2025 11:59 pm ET

Step 1: Access the Applicant Portal

The AP user name and password are *unique to each application you submit*. Do not use tracking numbers from a previous application to log into the AP.

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 by Grants.gov when you submit Part 1.
  - 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.
  - The AOR may retrieve the number by following these steps:

Accessing the Portal

- One week window: Dates are in the calendar
- Link to the portal under "How to Apply" & in Instructions
- No additional registration required
- Username and password are specific to each application

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Part 2 of the application is submitted through the NEA's applicant portal website You'll have a one week window to access the portal to submit your materials. You will not be able to log into the portal prior to the dates listed in the application calendar. A link to the portal can be found in the application instructions, as well as in the "How to Apply" section of the GAP webpage. No additional registration is required for the Applicant Portal, your username and password will be automatically generated after you successfully submit Part 1. Details on how to find your username and password are in the Instructions document, under "Access the Applicant Portal". The username and password are specific to each submitted application, so if you have applied in the past, make sure you are using the new login credentials assigned to the current application.

Slide 23: How to Apply: Part 2 Applicant Portal

How to Apply: Part 2 Applicant Portal

Application Materials

- Background organization info
- Project narrative & budget
- Work samples/supplementary materials

FY26 GAP | Dance | Part 2 Instructions

Step 2: Fill out the Grant Application Form

Application content is collected through a series of tabs and sub-tabs in which applicants will enter text or upload files:

- View Application Data Tab
- Organization Info Tab
  - Subtab: Organization Details
  - Subtab: Organization Budget
- Arts Programmatic History Tab
- Project Details Tab
  - Subtab: Project Activity
  - Subtab: Additional Project Details
  - Subtab: Project Partners & Key Individuals
- Project Budget Tab
  - Subtab: Project Expenses
  - Subtab: Project Income
- Additional Items Tab
- Items to Upload Tab
- Organization & Project Data Tab

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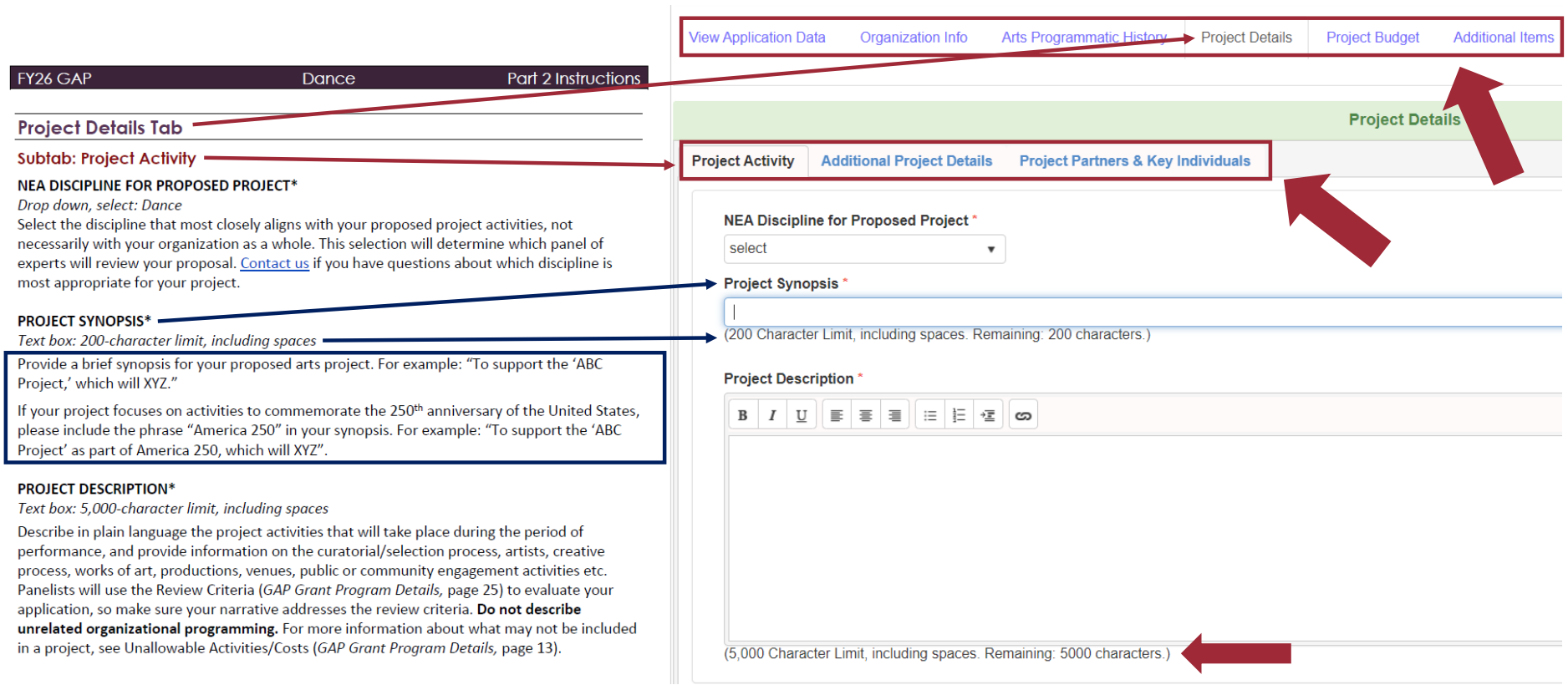
Through the Applicant portal, you'll use the Grant Application Form to submit the rest of your application materials, including background information about your organization, your project narrative and budget, and work samples or supplementary materials. The Application Instructions document includes a complete breakdown of application questions and requirements.

Slide 24: How to Apply: Part 2

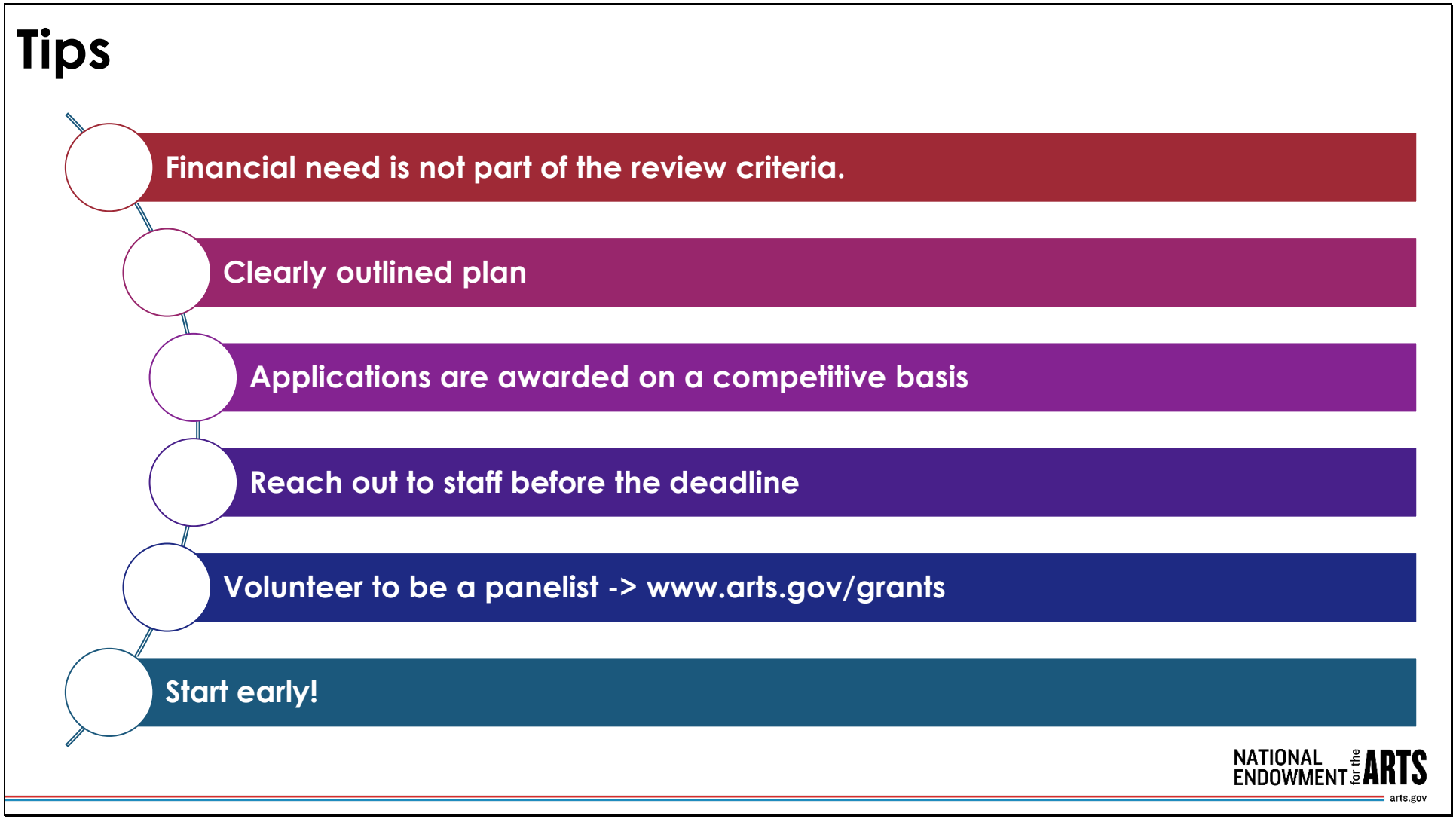
How to Apply: Part 2



Here is a screenshot of the Applicant Portal. Each section of the application is organized through a series of tabs found at the top , some of which have subtabs . You will navigate through each tab and subtab to complete the application. For narrative sections, there is a character limit listed at the bottom. You'll enter information directly into the webform.

The Application Instructions outline each tab and subtab. Each application question is listed with information about the character count, and what information you should include in your response. Since you won't be able to access the portal until the application window, we strongly recommend that you draft your application materials before logging into the portal. A detailed tutorial on how to use the Applicant Portal can be found in the Applicant Resources page.

Slide 25: Tips



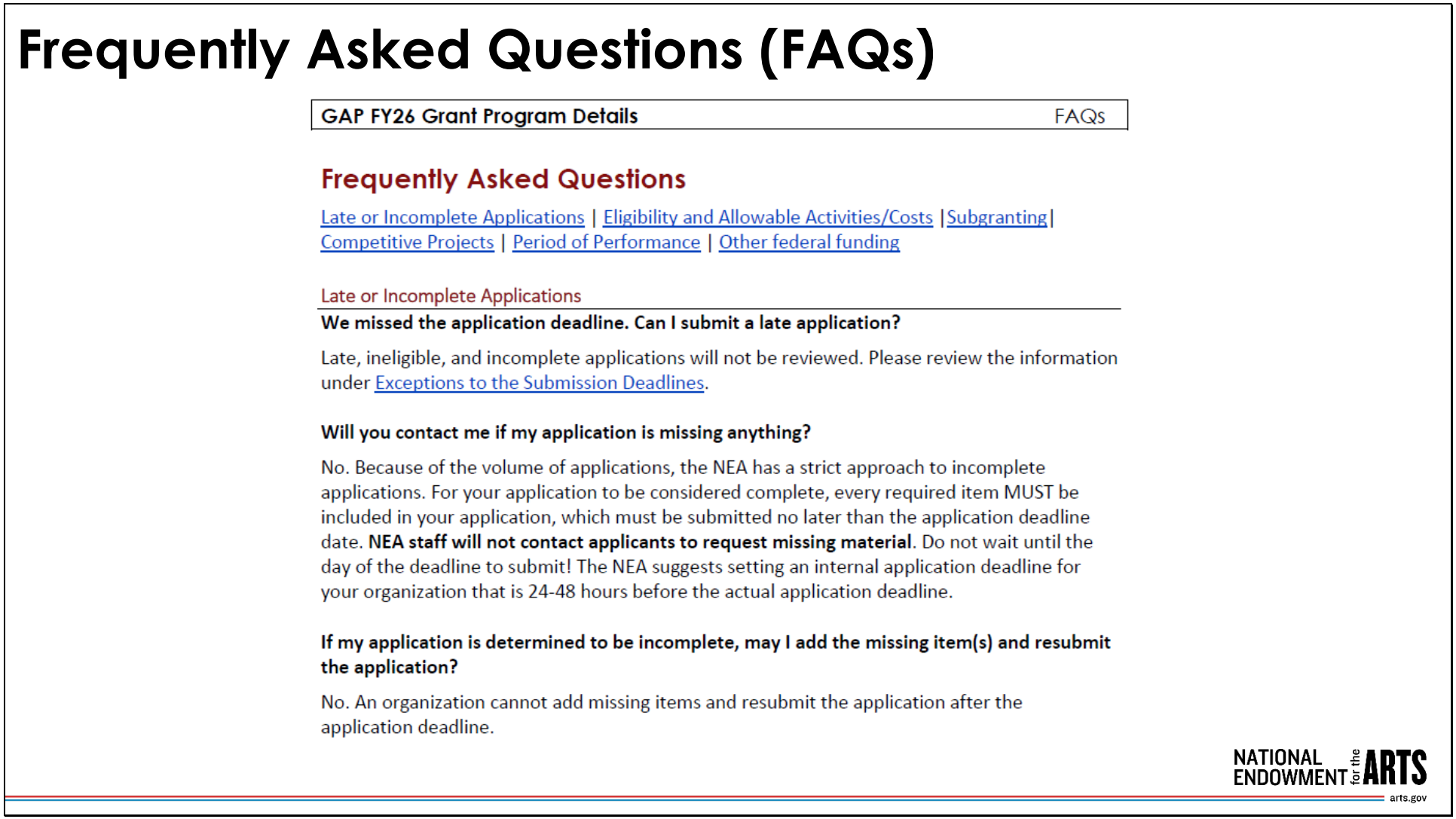
We'll go over a few tips :

- Financial need is not part of the review criteria. Panelists are instructed not to penalize organizations based on organization size and/or perceived need. However, your organization's ability to carry out the project is a part of the Artistic Merit evaluation.
- Make sure you a clearly outlined plan in your application, and have identified the who, what, when, and where of your project so that panelists can understand the scope of your planned activities.
- Applications are awarded on a competitive basis. Panelists will not receive information about your previous applications or grants with the NEA as part of their review

- Reach out to program staff with questions. While staff cannot review your draft application, they are available to answer your questions and provide insight. We recommend that you contact staff well in advance of the application deadline, so that you have enough time to make adjustments, if needed.
- We also encourage you to volunteer to be a panelist - it's a great way to learn about the process. It is a lot of work, so make sure you have the time in your schedule before committing to panel service. There is a link to sign up on the main grants page on our website, and if you know any friends or colleagues who would be good panelists, encourage them to sign up as well.
- Start Early! Each part of the application process can be time consuming, so give yourself enough time to complete each step. We anticipate that after registering, it takes approximately 26 hours to draft and submit your application.

Slide 26: FAQs

Frequently Asked Questions (FAQs)



GAP FY26 Grant Program Details FAQs

Frequently Asked Questions

Late or Incomplete Applications | Eligibility and Allowable Activities/Costs | Subgranting | Competitive Projects | Period of Performance | Other federal funding

Late or Incomplete Applications

We missed the application deadline. Can I submit a late application?

Late, ineligible, and incomplete applications will not be reviewed. Please review the information under Exceptions to the Submission Deadlines.

Will you contact me if my application is missing anything?

No. Because of the volume of applications, the NEA has a strict approach to incomplete applications. For your application to be considered complete, every required item MUST be included in your application, which must be submitted no later than the application deadline date. **NEA staff will not contact applicants to request missing material**. Do not wait until the day of the deadline to submit! The NEA suggests setting an internal application deadline for your organization that is 24-48 hours before the actual application deadline.

If my application is determined to be incomplete, may I add the missing item(s) and resubmit the application?

No. An organization cannot add missing items and resubmit the application after the application deadline.

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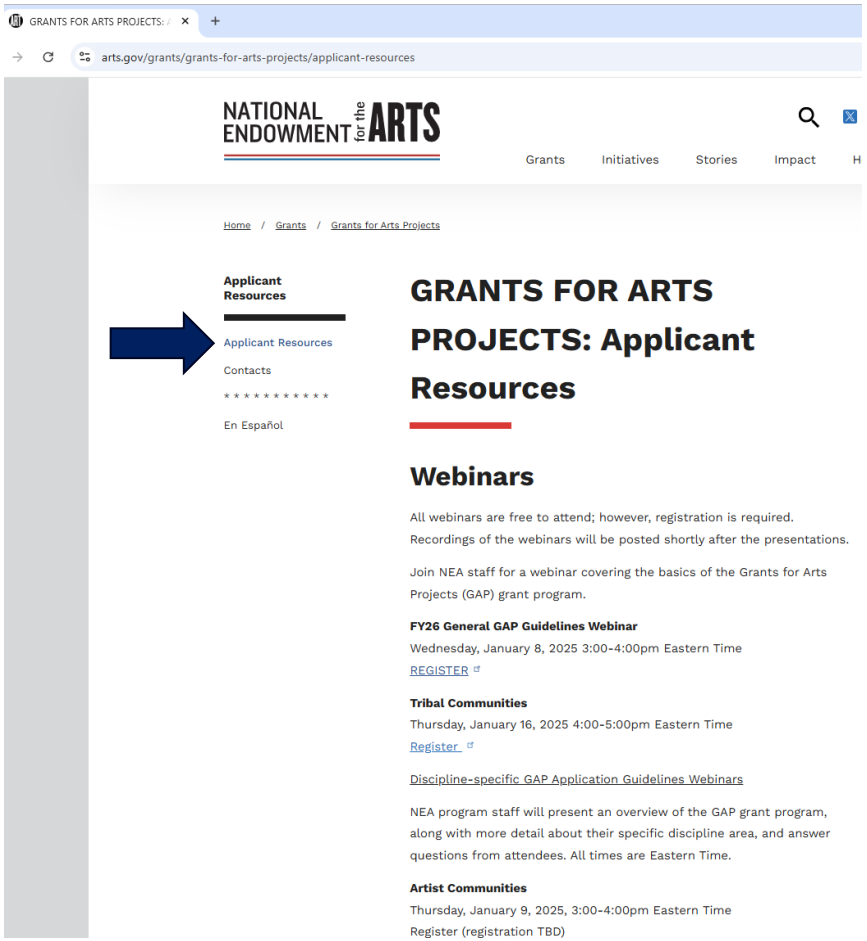
For more tips, a list of Frequently Asked Questions can be found at the end of the GAP Grant Program Details document.

Slide 27: Applicant Resources

Applicant Resources



- Application Checklist
- Applicant Portal Tutorial
- Sample Application Narratives
- Accessibility, Civil Rights, and NHPA compliance webinars
- Links to discipline specific webinars and office hours

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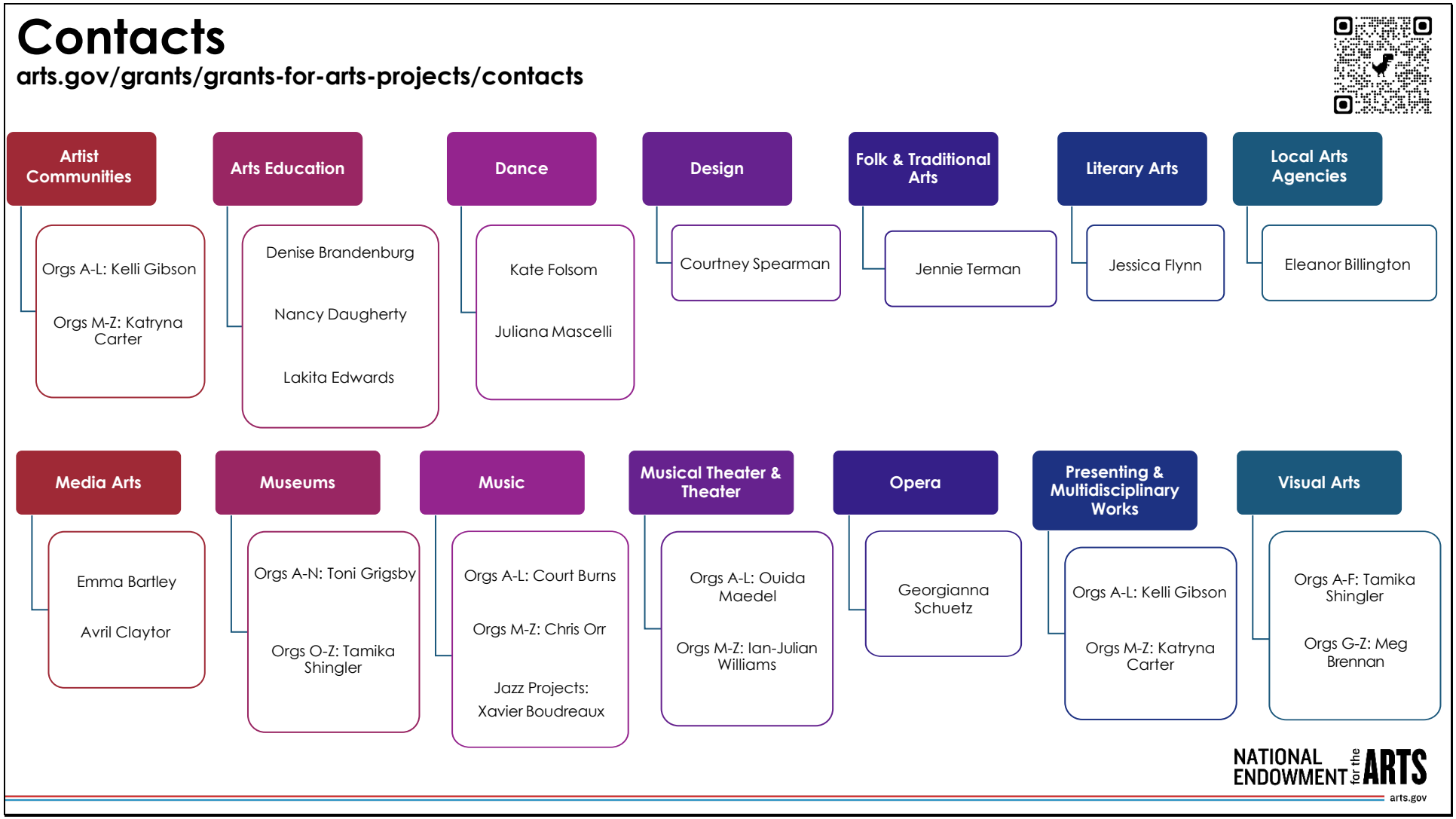
Applicant Resources can be found by clicking the link on the left hand side of the GAP Webpage. Some of the resources you will find there include:

- An Application Checklist outlining the application
- A video tutorial demonstrating in detail how to use the Applicant Portal
- Sample Application Narratives from each artistic discipline area.
- Recorded webinars covering Accessibility, Civil Rights, and National Historic Preservation Act compliance, and
- Links to discipline specific webinars and office hours. Webinars typically include a more in-depth presentation, while office hours generally have a smaller presentation and are more focused on answering questions.

Slide 28: Contacts



You don't need to wait for a webinar or office hours session to contact staff – we are available to answer your questions throughout the year. On this slide you can see the contact information for each discipline area under GAP, as well as a QR code in the upper right hand corner you can use to access the Contacts page. Contact information can also be found on the website at the "Contacts" heading. As we move into the Q&A section of this webinar, we'll leave this information up, in case we need to direct you to a specific staff member. We might not be able to answer everyone's questions in the time remaining, if that's the case, please feel free to reach out to our colleagues listed here.

We're happy to answer questions in the remaining time, again, remember to use the Q&A box.

Slide 29: Thank you!

Thank you!

NEA Staff Contacts

www.arts.gov/grants/grants-for-arts-projects/contacts

Login.gov, SAM, or Grants.gov Help

Refer to the Registration Guidance document in the How to Apply section for contact info and other resources.

Webinar Archive and Slides

Available on the Applicant Resources page next week

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Thank you again for joining us today! If we weren't able to get to your questions, please feel free to reach out to staff, or attend one of the upcoming discipline-specific webinars or office hours sessions. For help with login.gov, SAM, or Grants.gov you can find contact info and other resources in the Registration Guidance document in the How to Apply section.