

# National Endowment for the Arts

## Notice of Funding Opportunity

### FY26 USArtists International (USAI)

#### Grant Program Details

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Assistance Listing No. 45.024

OMB No. 3135-0112 Expires 10/31/25

### **Access for individuals with disabilities:**

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

## USArtists International (USAI)

### Basic Information

<b>Federal Agency Name</b>	National Endowment for the Arts
<b>Funding Opportunity Title</b>	USArtists International (USAI)
<b>Announcement Type</b>	Modification of previous announcement
<b>Funding Opportunity Number(s)</b>	2025NEAUSAI01
<b>Assistance Listing Number(s)</b>	45.024
<b>Agency contact information</b>	<a href="#">Contacts</a>
<b>Key Dates</b>	<a href="#">Application Calendar</a>

<b>Funding Details</b>	<b>Amount</b> <i>(Contingent upon availability of funds)</i>
<b>Total amount of funding expected to award</b>	\$435,000
<b>Anticipated number of awards</b>	1
<b>Expected dollar value of awards (range)</b>	Grant up to \$435,000

### Executive Summary

USArtists International (USAI) supports performances by artists from any state or territory in the U.S. in engagements at festivals and global presenting arts marketplaces outside of the United States. The program funds individual artists and nonprofit arts organizations across all performing arts practices and disciplines.

The National Endowment for the Arts (NEA) is committed to the development and expansion of both the careers and artistic goals of U.S. performing artists by providing connections to audiences, presenters, curators, and peers through the USAI program. By elevating voices that reflect a vibrant array of creative expression, we are able to celebrate and share the cultural richness and imagination of the United States.

## Program Description

The NEA has a long history of supporting the participation of artists from the U.S. at festivals outside of the United States.

**USArtists International (USAI)** supports performances by U.S. artists and arts organizations at cultural festivals, significant arts marketplaces, juried showcases, and conferences outside of the U.S. and its jurisdictions. The program aims to extend the reach and impact of performing artists and their accomplishments globally. USAI subawards may support costs such as artist fees, travel, housing, per diem, shipping, and visa preparation.

The NEA seeks to award a grant to a U.S. Regional Arts Organization (RAO) to administer the 2025-2026 cycle of the USAI program. NEA funds will support the RAO's program management expenses as well as subawards to participating arts organizations and individual artists.

The RAO will:

- *Prepare and broadly distribute USAI subaward application guidelines.* The RAO will make subawards available to eligible U.S. arts organizations and individual artists, from across all disciplines including dance, music, theater, multidisciplinary work, and folk and traditional arts. The RAO will give funding priority to proposals from artists and arts organization located in underserved communities (e.g., in places where opportunities to experience the arts are limited by geography, race or ethnicity, economics, or disability). The RAO will distribute the USAI guidelines and provide technical assistance to potential applicants.
- *Receive applications and oversee a competitive review process to select award recipients.* The RAO will receive and review applications from eligible organizations and individual artists. Review panels must be composed of experts in the field and include a layperson, and reflect a wide geographic, ethnic, and minority representation as well as diverse aesthetic and cultural points of view.
- *Manage the award and administration of approximately 100 USAI subawards.* Subawards will range from approximately \$1,000 to \$20,000 each. USAI subawards must adhere to the Uniform Guidance under 2 CFR Part 200 and the NEA's General Terms & Conditions. Each subaward must require a cost share equal to at least the award amount.
- *Develop and maintain an online platform featuring program information relevant to potential applicants and subgrantees.* The platform will include basic program information, funding guidelines, and other information relevant to potential applicants and subrecipients.

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## Period of Performance

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This award will begin on or after June 1, 2025 and may extend for up to 18 months.

An organization may not receive more than one NEA award for the same costs/activities during the same or an overlapping period of performance. In addition, different recipients may not

receive other federal funds for the same project costs during the same or an overlapping period of performance.

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### **Unallowable Activities/Costs**

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Applicants should carefully review the [General Terms and Conditions for Pass-Through Entities](#) (GTCs) which detail information about allowable and unallowable costs.

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### **Intergovernmental Review**

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This funding opportunity is not subject to Intergovernmental Review of Federal Programs Executive Order 12372.

## Eligibility

Eligibility is limited to the six U.S. Regional Arts Organizations (RAOs).

An organization may submit only one proposal under this program solicitation.

You may apply to other NEA funding opportunities in addition to this program solicitation. In each case, the request must be for a **distinctly different project**. No project costs or staff time may overlap with activities executed as part of other federal awards.

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### Eligibility Requirements for RAOs

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Applicant RAOs must:

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

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### SAM Registration

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

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### RAOs that subaward must:

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

For full requirements for subawards, including information on eligible subrecipients, see [Appendix A of the General Terms and Conditions for Pass-Through Entities](#).

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### Cost Sharing

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Applications that do not demonstrate the minimum required cost share will be marked ineligible. See [Award Amounts & Required Cost Share](#) below for more information related to cost share requirements.

## Award Amounts & Required Cost Share

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### Award Amount

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The NEA expects to award one grant of up to \$435,000, contingent upon the availability of funds.

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### Cost Share/Matching Funds

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*Cost sharing or matching* means the portion of project costs not paid by federal funds or contributions.

The award recipient must provide a nonfederal cost share/match equal to at least the total amount of NEA funds it awards as subawards. The cost share/match cannot include funds from any other NEA or federal sources, including federal funds subawarded through State Arts Agencies and Regional Arts Organizations.

## Submission Requirements & Deadlines

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### Pre-Application Required Registrations

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**Before applying all applicants must register with Login.gov, the System for Award Management (SAM) at SAM.gov, and Grants.gov.** Registration can take several weeks. Registering and maintaining accounts with Login.gov, SAM, and Grants.gov is always FREE.

Applicants must provide a valid unique entity identifier (UEI) in their application; and continue to maintain an active registration in SAM.gov with current information at all times during which it has an active federal award or an application or plan under consideration by a federal agency.

Returning applicants must renew or verify that their registrations are up to date prior to the application deadline.

Review the [Registration Guidance PDF](#) for detailed information about the registration process, including links to each registration site and support resources.

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### Submission Methods

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Application materials will be submitted electronically. See [Application Instructions](#) below.

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### Contact Information

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If you have questions about *programmatic requirements*, contact:

Guimar Ochoa, NEA International Activities Specialist  
[ochoag@arts.gov](mailto:ochoag@arts.gov) or 202-682-5766

If you have questions about *award administration*, contact:

Office of Grants Management, [grants@arts.gov](mailto:grants@arts.gov)

### LOGIN.GOV, SAM, AND GRANTS.GOV HELP

The NEA does not have access to your Login.gov, SAM, or Grants.gov accounts. If you have any questions about or need assistance with these sites, including questions regarding electronic accessibility, contact them directly:

- **Login.gov Help:** Call 1-844-875-6446, consult the information posted in their [Help Center](#), or use their [online form](#) to submit a question.
- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM Help](#).
- **Grants.gov Contact Center:** Call 1-800-518-4726, email [support@grants.gov](mailto:support@grants.gov), or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.



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**Submission Dates and Times**

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STAGE	DATE
Application Package Available	Early December 2024
<b>Grants.gov Submission Deadline</b>	<b>January 16, 2025 11:59 pm ET</b>
Notifications	April 2025
Earliest project start date	June 1, 2025

## Application Contents & Format

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on January 16, 2025.** We strongly recommend that you submit by January 6, 2025, to give yourself ample time to resolve any problems that you might encounter.

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## Application Instructions

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[CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE](#)  
[Funding Opportunity Number: 2025NEAUSAI01](#)

1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.
2. The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button. **If the Apply button is grey or you receive a "bad request" error, please see [further instructions on how to troubleshoot](#).**
3. You will be prompted to enter your Username and Password. In order 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)**.
4. After logging in, to create a Workspace application:
  - a. Fill in the Application Filing Name field with your organization's name, then
  - b. Click the **Create Workspace** button.
5. After creating a Workspace, you will be directed to the Manage Workspace page, where you will see the following forms:
  - a. Application for Federal Domestic Assistance/Short Organizational Form
  - b. The Attachments form

### Step 1. Fill out the *Application for Federal Domestic Assistance/Short Organizational Form*:

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

**EMAILS:** Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

**1. Name of Federal Agency:** Pre-populated.

**2. Catalog of Federal Domestic Assistance Number:** Pre-populated.

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

**4. Funding Opportunity Number:** Pre-populated.

**5. Applicant Information:**

**a. Legal Name:** The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter. (Do not use your organization's popular name, if different.)

**b. Address:** Use *Street 1* for your organization's physical street address. This address must be identical to the physical address that you used with SAM (System for Award Management). Only use *Street 2* for your organization's mailing address if it differs from the SAM physical street address.

In the *Zip/Postal Code* box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at <https://tools.usps.com/zip-code-lookup.htm>.

**c. Web Address:** Provide your organization's website. Information provided here will be used for administrative purposes only, and will not be provided to panelists for review. Links provided in your attachments as support materials will be used in panel review.

**d. Type of Applicant:** Select the item that best characterizes your organization from the menu in the first drop-down box. Additional choices are optional.

**e. Employer/Taxpayer Identification Number (EIN/TIN):** Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number or a 12-character EIN/TIN number.

**f. Organizational UEI:** All organizational applicants for federal funds must have a UEI. Enter your organization's UEI here. You can find your UEI in your System for Award Management (SAM) record. If you cannot locate your UEI, [contact SAM for assistance](#). **The UEI that you enter here must match with the UEI that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

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

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 jurisdiction has a single delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, go to [www.house.gov](http://www.house.gov) and use the "Find Your Representative" tool.

**6. Project Information:**

**a. Project Title:** Enter: *USArtists International*.

**b. Project Description:** Provide a two- or three-sentence summary that briefly describes the specific activities that will be included in the project budget.

NOTE: This field on the form has a character limit of 1,000. Even if you have fewer than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form.

**c. Proposed Project Start Date/End Date:** Enter a start date on or after June 1, 2025. The start date should be the first day of a month, and the end date should be the last day of a month. This is the period of performance for your proposed project, which should not exceed 18 months. Project activities must occur, and costs included in your Project Budget must be incurred, within the period of performance.

**7. Project Director:**

Provide contact information, including an email address that will be valid through the announcement date for your category. Optional: Select a Prefix (e.g., Ms., Mr.)

**8. Primary Contact/Grant Administrator:**

Provide the requested information for the individual who should be contacted on matters involving this application and the administration of any grant that may be awarded. For the Telephone number field, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.)

This individual may be the same as the Project Director. If this is the case, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. If the Primary Contact/Grant Administrator is the same as the Authorizing Official, complete all items under both 8 and 9 even though there will be some repetition.

**9. Authorized Representative:**

Enter the requested information for the AOR (Authorized Organization Representative) who is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.)

The AOR must have the legal authority to obligate your organization (e. g., be a senior member of the staff such as an Executive Director, Director of Development). Contractors or consultants, including grant writers, or administrative support staff cannot serve as an AOR.

**NOTE: By clicking the "I Agree" box at the top of Item 9, 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.

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## Step 2. Attach documents to the *Attachments* form:

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The "Attachments Form" is where you will attach documents that you have completed and saved as PDF files. Items with an asterisk (\*) are required.

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### IMPORTANT TIPS:

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- Be sure you are using Adobe when filling out our PDF forms. If you don't have Adobe installed, you can [download it here for free](#).
  - Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Verify that you are using Adobe and not Preview.
- No attachment should be more than 2 MB.
- If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.

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### TYPES OF ATTACHMENTS:

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#### Documents

- Attachment 1 (Narrative), Attachment 2 (Bios), and Attachment 4 (Support Materials) must be submitted as *PDF* files. Do not submit DOC or DOCX 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. PDFs created by scanning are much larger, and of lower quality, than PDFs created from a word processing document.
- Do not enable any document security settings or password-protect any PDF file you submit to us.
- Label all pages clearly at the top with your organization's legal name and the name of the item (e.g., Narrative, Bios, etc.).
- Within each attachment, number pages sequentially; place numbers on the bottom righthand corner of each page.
- **Leave a margin of at least one inch at the top, bottom, and sides of all pages.**
- **Pages should be singled-spaced, using a 12-point font size.**
- Do not type in all capital letters.

- Do not include links to websites that require material to be downloaded (e.g., Dropbox) in any part of your application.

### Forms

Attachment 3 (Project Budget) is an NEA fillable form you will find linked below. This form can be downloaded, filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

## Application Attachments

### ATTACHMENT 1: NARRATIVE\*

To this button attach a **narrative** (no more than 5 pages in length) that addresses the points below. The file name should include the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this Initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item. Throughout the narrative, you may provide links to relevant information, as applicable.

- a) Your organization's **experience** with administering international arts exchanges. Note any major programs or events that you have participated in that would be an indicator of your ability to carry out this project, including those designed to reach underserved communities.
- b) **Proposed project activities.** Be as specific as possible. Describe your plans for accomplishing all aspects of the project as detailed in the Program Description section of these guidelines. Describe your organization's ability to manage the award and administration of federal subawards.
- c) **Schedule** of key project planning and implementation dates.
- d) Your strategies for **promoting** and providing broad visibility for the program in the U.S.
- e) Describe any **unique resources** that you will bring to the project or special efforts your organization will undertake to make this project a success.

### ATTACHMENT 2: BIOS\*

To this button, attach **brief bios** (at least three per page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

### ATTACHMENT 3: BUDGET\*

To this button, attach the completed [Project Budget Form](#). The file name should include the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$435,000.

#### ATTACHMENT 4: SUPPORT MATERIALS

To this button, attach a PDF with one or two recent examples of **programmatic material** that provides evidence of your experience in administering programs that are relevant to this project. The file name should indicate the name of your organization or a recognizable acronym followed by “ProgExamples” (e.g., “ABCOrgProgExamples”).

You may provide web links to these materials in the PDF. In this case, list the URL for the page to be shown and include any necessary navigation paths and any information on required plug-ins. Do not submit a website that requires a password. Do not submit a link to a site that requires material to be downloaded (e.g., Dropbox).

**Leave all remaining Attachment buttons blank.**

### Step 3. Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, log on to Grants.gov and navigate to the **Forms** tab on the **Manage Workspace** page:
  - When the **Form Status** column says “Passed,” your application 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. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**
  - 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 Numbers. Then click the Track button to see the status listings of the valid tracking numbers entered. This function will only work if you have a tracking number.

More information about [checking Grants.gov application status](#) and a complete list of statuses.

Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties.



## Application Review

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### Review Criteria

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Applications will be reviewed on the basis of the criteria below, with equal weight assigned to artistic excellence and artistic merit.

#### Artistic Excellence

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The **artistic excellence** of the project includes:

- Quality and creativity of the proposed approach to this program.
- Quality of the career development experiences for participants.

#### Artistic Merit

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The **artistic merit** of the project includes:

- Potential of the project to have a significant impact on the participating audiences, artists, and arts organizations—including those in underserved communities.
- Applicant’s experience with administering and participating in international arts exchanges.
- Proposed strategy for promoting and providing broad visibility for the program.
- Ability to manage the award and administration of federal subawards.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the resources involved, and the qualifications of the project’s personnel.

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### Review & Selection Process

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Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the NEA Chair. The Chair makes the final decisions on all awards. It is anticipated that applicants will be notified of award or rejection in April 2025.

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### Risk Review

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

## Award Notices

The "Notification" date for your category on the Application Calendar tells you when we expect to announce award decisions.

Notifications are sent via email. Applicants who are recommended for funding will receive a preliminary congratulatory message, with a request for project and budget updates. Applicants who are not recommended for funding will receive a rejection notice via email.

The official award notification (i.e., a notice of action authorized by the NEA Office of Grants Management) is the only legal and valid confirmation of award. Receipt of your official award notification can take several months depending on a number of factors such as reviewing changes to the project budget, the number of awards to be processed, whether the agency has its appropriation from Congress, etc. **All NEA awards are contingent on active SAM registration, the NEA will not be able to issue an award if you have an expired SAM.gov registration on September 1 of the fiscal year listed on this funding opportunity.**

## Post-Award Requirements and Administration

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### Authorizing Statutes

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NEA offers this funding opportunity under the authority of 20 U.S.C. § 954.

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### Subsequent Awards

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The NEA may issue up to four (4) subsequent awards to the recipient of this grant. Any such future awards, however, would be subject to agency priorities, the availability of funds, recipient performance, and the agency's regular review process.

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### Travel Policy

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You must maintain source documentation of all travel costs that justify that participation of the individual is necessary for the federal award, and that the costs are reasonable and consistent with your established written policy. The costs must be reasonable and allowable in accordance with 2 CFR 200.475 and 41 CFR 301-10, and 2 CFR 200.1, as applicable.

No federal or cost share funds can be used to support federal staff, federal contractors, or National Council on the Arts Members' travel.

*The requirements of [2 CFR 200.475](#) and [41 CFR 301-10](#); and [2 CFR 200.1](#) (Participant Support Costs) will apply to this agreement. **Please read these requirements carefully before applying, as travel is a substantial component of this proposal.***

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### General Terms and Conditions

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Federal government-wide and agency-specific requirements that relate to NEA awards are highlighted in our [General Terms & Conditions for Pass-Through Entities](#) (GTCs). The GTCs incorporate the adoption of 2 CFR Part 200 by reference. The document also explicitly identifies where the NEA has selected options offered in the regulation, such as budget waivers and requirements for use of program income. It also includes requirements for cost share funds, reporting requirements, amendment processes, and termination actions. **Recipients must review, understand, and comply with these requirements.** Failure to comply with the GTCs for an award may result in termination of an award, and/or returning funds to the NEA, among other consequences.

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### Crediting Requirement

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Recipients must clearly acknowledge NEA support of the project in their programs and related promotional material, including publications and websites. Additional acknowledgment requirements may be provided later. The NEA does not fund general operating support, so you must ensure that the NEA is only credited with funding the specific project, and not your entire organization or its operations.

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## Project Reporting and Evaluation

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Before applying, please review the [reporting requirements](#). The recipient will be required at minimum to submit a Final Descriptive Report (FDR), a final Federal Financial Report (FFR), and a Subgrants Reports within 120 days of the end of their period of performance. Awards with a period of performance over 12 months will require submission of annual financial and performance progress reports in addition to the final reports.

You are required to maintain project documentation, including financial records, for three years following submission of your final reports.

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## Final Reports for Previous Awards

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Before the NEA issues an award, organizations must have submitted acceptable Final Report packages by the due date(s) for all previous NEA awards(s).

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## Freedom of Information Act (FOIA)

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**Disclosure Notice:** The National Endowment for the Arts (NEA) may share a copy of awarded applications and/or related materials submitted to the NEA by the applicants, with the public or other third parties, where required or permitted by law.

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## Legal Requirements and Assurance of Compliance

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The [Legal Requirements](#) section on our website provides information about key legal requirements that may apply to an applicant or grantee. It is not an exhaustive list; more details may be found in Appendix A of the [General Terms & Conditions for Pass-Through Entities](#).

By signing and submitting the application form on Grants.gov, the Applicant certifies that it is in compliance with the statutes outlined in the [Assurance of Compliance](#) and all related National Endowment for the Arts regulations, and that it will maintain records and submit the reports that are necessary to determine its compliance.

**It is ultimately your responsibility to ensure that you are compliant with all legal, regulatory, and policy requirements applicable to your award.**

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## Civil Rights

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Projects may focus on reaching a particular group or demographic (such as gender, disability, economic status, race, color, or national origin, including limited English proficiency); however, they may not be exclusionary under Federal civil rights laws and policies prohibiting discrimination as outlined in the [Assurance of Compliance](#). This extends to hiring practices, artist selection processes, and audience engagement. Your application should make it clear that project activities are not exclusionary. Please review the [Assurance of Compliance](#), as well as [NEA Civil Rights guidance](#) on our website, including this archived webinar: [Things to Know Before You Apply: Federal Civil Rights and Your Grants Application](#).

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

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

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## Paperwork Reduction Act Statement

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The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving our Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), attention: Reporting Burden. NOTE: Applicants are not required to respond to this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.

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