

CFDA No. 45.024
NEAPS1302

Program Solicitation: 2015 NEA Jazz Masters Announcement and Awards Ceremony & Concert

Proposal Receipt Deadline: January 2, 2014

The Arts Endowment requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m. Eastern Time on the deadline date above.

Description of Funding Opportunity

The National Endowment for the Arts Jazz Masters Awards represent the highest honor that our nation bestows upon jazz musicians. Each year, a select number of living legends who have made exceptional contributions to the advancement of jazz are recognized. Awards are based on nominations from the public including the jazz community. In 2015, the Arts Endowment anticipates honoring up to three jazz musicians as well as one individual who is designated as a jazz advocate.

The Arts Endowment plans to enter into a Cooperative Agreement with an organization to coordinate the 2015 NEA Jazz Masters Announcement, Awards Ceremony & Concert, and related activities as detailed below. The 2015 Awards Ceremony & Concert will take place during the month of April, to coincide with Jazz Appreciation Month. While applicants may propose a location in any U.S. city, preference will be given to proposals that select a venue in Washington, DC, to host these events.

The Arts Endowment may enter into subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to manage events related to the 2015 NEA Jazz Masters Awards. The Cooperator will facilitate and coordinate:

1. Participation in the announcement of the FY 2015 NEA Jazz Masters in summer/fall 2014.
2. An Awards Ceremony & Concert (preferably to take place in Washington, DC) in April 2015.

3. Production of a video biography of each of the 2015 NEA Jazz Masters.
4. Production of a live webcast and live radio broadcast(s) of the Awards Ceremony & Concert.
5. Development of a marketing strategy that embraces social media and highlights national viewing parties.
6. Associated activities as detailed below.

The Cooperator will work closely with the NEA Project Director on all phases of this project.

Detailed Responsibilities of Cooperator

On All Project Components

The Cooperator will:

- Work with the NEA Project Director to refine the details and schedule of all components of this project.
- Where consultant(s) or subcontractor(s) are to be hired, seek NEA approval of the individuals or organizations proposed.
- Provide the NEA Project Director with project updates, in a mutually agreed upon format, generally on a bi-weekly basis.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit to the NEA's Grants & Contracts Office online a Final Descriptive Report (FDR), and a Federal Financial Report (FFR), Standard Form 425.

Communications Responsibilities

The Arts Endowment will develop a comprehensive communications strategy that covers both the Announcement and the Awards Ceremony & Concert, and will take the lead in developing press and publicity materials. The Cooperator will be responsible for helping to implement this strategy by:

- Assisting the NEA in the preparation and production of marketing and press materials as requested.
- Working with the NEA to create appropriate print, broadcast, and digital media distribution lists and other appropriate contacts for the Announcement and for the Awards Ceremony & Concert.
- Assisting the NEA with on-site press management as needed.

Awards Ceremony & Concert

The Cooperator will plan and execute all aspects of an Awards Ceremony & Concert and associated activities saluting the 2015 NEA Jazz Masters (up to four honorees). This will take place in April 2015, preferably in Washington, DC. This event will encompass a full day of activity, with educational and community outreach activities (such as a panel discussion with the NEA Jazz Masters), and a photo shoot and media interviews with the NEA Jazz Masters. The day will culminate in the Awards Ceremony & Concert. Participants will require lodging in the host city for two nights. The Cooperator will facilitate communication with and on-site coordination for the 2015 NEA Jazz Masters, as well as previously-named NEA Jazz Masters selected to actively participate in the Concert program.

Specifically, the Cooperator will:

- Identify and, following NEA approval, contract with an appropriate facility for the Awards Ceremony & Concert. The Arts Endowment envisions a venue that can accommodate an audience of approximately 1,000, with the capacity for high quality live webcasting. The Cooperator will work in partnership with this facility to ensure effective communication and a clear outline of roles and responsibilities.
- Identify a producer, provide his/her qualifications to the NEA, and obtain NEA approval before engaging. This individual will be responsible for producing a comprehensive run-of-show (up to 90 minutes) for the Awards Ceremony & Concert. These events should be tailored for audiences in the performance venue as well as for those participating via live webcast or broadcast. The producer will secure a high quality jazz orchestra or ensemble, develop repertoire that honors the work of the 2015 NEA Jazz Masters, and provide sufficient rehearsal time to ensure an event of the highest quality. The proposed ensemble, program participants, and repertoire will be subject to NEA approval.
- Identify, obtain NEA approval of, and contract with a producer for a three-to-four minute closed-captioned, fully transcribed video biography of each of the 2015 NEA Jazz Masters. NEA staff will conduct interviews and will review and approve video tributes. Provide broadcast-quality audio and transcript of raw interview within one week of interview. Provide two high-resolution digital copies with a compilation of the video biographies to the NEA Project Director at least four weeks before the Awards Ceremony & Concert.
 - The Cooperator (either directly or through the producer) is responsible for obtaining all necessary rights for the materials comprising the video biographies for use at the Awards Ceremony & Concert (including live webcast and radio broadcast(s)) and for other NEA uses (e.g., website, publications). Rights must cover any copyright-protected material, including archival/historical footage, used in the biographies. Copies of all rights must

be provided to the NEA with the digital copies noted above. [The NEA Office of General Counsel will consult with the organization selected as the Cooperator to make sure that the rights secured meet the Arts Endowment's requirements.]

- Assure that all technical aspects of the Awards Ceremony & Concert are mastered. This includes staging, lighting and sound design, running order, rehearsal schedule, provision of appropriate production quarters, and other relevant requirements. The Cooperator is responsible for making sure that appropriately sized monitors to display the 2015 NEA Jazz Masters video biographies are in place.
- Develop, and secure NEA approval of, a script for the Awards Ceremony & Concert.
- Coordinate with the NEA on securing a co-host for the Awards Ceremony & Concert. (It is anticipated that the NEA Chairman or designee will also serve as a co-host.)
- Arrange and pay for all air or other appropriate travel, ground transportation to and from airports/train stations, hotels, and all planned events, and per diem including lodging (two nights) for up to four 2015 NEA Jazz Masters and one guest per honoree. Arrange for an artist's assistant for each of the 2015 honorees.
- Work with the NEA to determine an appropriate Award presenter for each of the 2015 honorees, and confirm the availability of the proposed presenters. Arrange and pay for transportation and per diem including lodging (one night) for each honoree's Award presenter when the presenter does not live locally.
- Offer logistical (but generally not financial) support for ground transportation to/from a designated hotel to the performance venue for all previously-named NEA Jazz Masters who attend the 2015 Awards Ceremony & Concert and associated events.
- Confirm that all event locations are fully accessible, and arrange for any special assistance that the 2015 class and other NEA Jazz Masters might need.
- In conjunction with the NEA, develop an advertising and ticketing policy. The Cooperator and the NEA will coordinate on a guest list for special invitees. In addition, the Cooperator is responsible for building the house by marketing the event to key audiences including the jazz community. The Arts Endowment is committed to an event that is open and accessible, with free tickets and a capacity audience.
- Coordinate with the NEA on RSVP and ticketing requirements, as well as guest check-in.
- Provide clearly reserved seating for the NEA Jazz Masters, Arts Endowment staff, and designated VIPs, ensuring that all groups are within direct proximity of each other. Share proposed seating chart with the NEA and acquire advance approval.

- Draft, develop, and print a concert program following guidance of the NEA Project Director and the NEA Director of Public Affairs.
- Ensure that all materials developed for the ceremony (e.g., publications, signage, banners, press packages), are at the locations designated by the Arts Endowment's Director of Public Affairs, in conformance with approved schedules. Coordinate with and assist the Arts Endowment's Office of Public Affairs with media staffing, photo sessions, interviews, and pertinent press inquiries.
- Arrange for a pre-concert panel where the 2015 NEA Jazz Masters can be interviewed about their lives, times, and their thoughts on jazz over the years. The Arts Endowment envisions a moderated panel session, open to the public, of approximately 60 minutes in length. The Cooperator is responsible for any room rental costs as well as any necessary payments for the moderator(s) or special participants other than the NEA Jazz Masters.
- Initiate and coordinate live radio broadcast(s) and a live webcast of the Awards Ceremony & Concert and other related events. Obtain advance NEA approval of the proposed producer(s). Provide two high-resolution digital copies to the NEA Project Director no later than six weeks after the Awards Ceremony & Concert.
- Obtain, either directly or through the producer, all necessary permissions/releases for the performers and other participants and for the use of any copyright-protected material that might be included at these events. Copies of the permissions/releases must be provided to the NEA in advance of the Concert and Awards Ceremony with the digital copies noted above. [The NEA Office of General Counsel will consult with the organization selected as the Cooperator on an ongoing basis to make sure that the right secured meet the Arts Endowment's needs.]
- Secure NEA approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the 2015 NEA Jazz Masters Awards Ceremony & Concert. Coordinate with any such sources as appropriate.
- Disburse timely payments for expenses incurred as outlined in the scope of work and budget for the 2015 NEA Jazz Masters Awards Ceremony & Concert, and associated activities including videotaping and audio recording.

Responsibilities of the NEA Project Director

The NEA Project Director for this Cooperative Agreement will be the Director of Music and Opera. He/she will:

- Prepare and post guidelines, and organize and oversee the review of nominations for the 2015 National Endowment for the Arts Jazz Masters through panel and National Council on the Arts review and approval by the NEA Chairman.

- Confirm the availability of the proposed 2015 honorees for the Awards Ceremony & Concert.
- Provide biographical and contact information on the confirmed 2015 NEA Jazz Masters to the Cooperator.
- Work with the Cooperator to refine the project plans, the division of responsibilities, and schedule.
- Approve any project consultant(s) or subcontractor(s) proposed by the Cooperator.
- Coordinate with the Cooperator on determining the date and format for the Announcement of the 2015 NEA Jazz Masters. Coordinate with the NEA's Office of Public Affairs and the Cooperator on the press release announcing the recipients.
- Coordinate with the Cooperator on securing a site and date for the 2015 NEA Jazz Masters Awards Ceremony & Concert and associated events.
- Work with the Cooperator to determine an appropriate Award presenter for each honoree.
- Review and approve logistical plans to webcast the Awards Ceremony & Concert.
- Review and approve promotional plans and materials for the Awards Ceremony & Concert.
- Review and approve the proposed producer, script, co-host, performing orchestra, ensemble, guest soloists, other participants, and repertoire for the Awards Ceremony & Concert.
- Approve the proposed producer(s) of the video biographies and of the videotaping and audio recording of the Awards Ceremony & Concert.
- Approve plans for the panel(s) including the moderator(s) and participants.
- Approve any other organizations or individuals that offer to sponsor events in conjunction with the 2015 NEA Jazz Masters Awards Ceremony & Concert.
- Work with the Cooperator on the ticketing policy and the guest list for the Awards Ceremony & Concert and accompanying events. Review and approve the proposed seating plan.
- Invite all previously-named NEA Jazz Masters to the 2015 Awards Ceremony & Concert.
- Act as liaison between the Cooperator and other NEA staff (e.g., Office of Public Affairs, Office of General Counsel) that might be involved in the project.

Estimated Schedule

The schedule below is a preliminary, tentative schedule only. The Arts Endowment will work with the Cooperator to refine this information once the dates for the Announcement and the Awards Ceremony & Concert are set.

Summer 2014	Cooperator refines project plans and schedule with NEA Project Director. Explores dates, sites, formats for project components.
Summer 2014	Cooperator arranges date and format for Announcement, and date and venue for Awards Ceremony & Concert. Identifies and seeks NEA approval of proposed producers for the Awards Ceremony & Concert, for the video biographies of the honorees, and for recording the Awards Ceremony & Concert and related events.
Summer 2014	NEA provides Cooperator with information on the 2015 NEA Jazz Masters. Cooperator finalizes all plans for the Announcement and works on logistics for Awards Ceremony & Concert. Cooperator contracts with NEA-approved producers noted in box above.
Summer/Fall 2014	Announcement of 2015 NEA Jazz Masters.
Winter 2015	Cooperator, with NEA, develops advertising and ticketing policy and guest list for Awards Ceremony & Concert. Identifies Award presenters and co-host for Awards Ceremony & Concert. Provides proposed concert program to NEA Project Director. Provides plans for panel(s) including moderator(s) and participants to NEA.
Spring 2015	Cooperator finalizes all plans for the Awards Ceremony & Concert, and all ancillary activities, in conjunction with the NEA Project Director. Provides run-of-show, program script, seating plan to NEA Project Director. Video biographies of the 2015 NEA Jazz Masters to the NEA Project Director one month before Awards Ceremony & Concert.

April 2015	2015 NEA Jazz Masters Awards Ceremony & Concert.
April 2015	Recordings of 2015 NEA Jazz Masters Awards Ceremony & Concert and related events to NEA Project Director no later than six weeks after event.
June 30, 2015	Period of Support ends.
September 30, 2015	Submit Final Report to NEA.

Interim reports will be due as documented in writing and with mutually agreed upon adjustments as appropriate.

Award Information

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$245,000, contingent upon the availability of funds.

This Cooperative Agreement does not require matching funds. However, any project costs beyond the amount above must be covered from sources other than the NEA.

An organization may not receive more than one Arts Endowment award for the same costs during the same or an overlapping period of support. In addition, different awardees may not receive federal funds for the same project costs during the same or an overlapping period of support.

Period of Support

This Cooperative Agreement will begin on or after June 1, 2014, and may extend through June 30, 2015.

The Arts Endowment may enter into subsequent Cooperative Agreements with the organization selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. To be eligible, the applicant organization must:

- Meet the Arts Endowment's "**Legal Requirements**" at the time of application.

- Have at least three years of experience in performing arts presenting and producing prior to the application deadline.
- Have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment award(s) previously received.

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

You may apply to other Arts Endowment funding opportunities, including Art Works and Our Town, in addition to the Jazz Masters Announcement and Awards Ceremony & Concert program solicitation. In each case, the request must be for a **distinctly different project**.

How to Prepare and Submit an Application

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 2, 2014. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter.

Before you submit through Grants.gov for the first time, you must be registered. This is a multi-step process for which you should allow at least two weeks. Registration must be completed before you can apply. See "[Get Registered](#)" for details. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply. See "How to Prepare and Submit an Application" on pages 12-23 for further instructions.

Application Review

Proposals will be reviewed on the basis of the following criteria:

The artistic excellence of the project, which includes the:

- Potential for this activity to be carried out at the highest level of artistic quality including the applicant's commitment to jazz and demonstrated track record in event production and presentation.

The artistic merit of the project, which includes the:

- Quality and clarity of the proposed media and promotion plans.
- Quality and clarity of the event production plans.
- Quality of the plans for all ancillary activities.
- Qualifications and experience of staff involved in the project.

- The appropriateness of the budget.
- Ability to complete the project within budget and in accordance with the tentative delivery schedule.

Outcome: Through this project, the Arts Endowment intends to achieve the following outcome: Engagement (Americans throughout the nation experience art). Applicants should describe the results expected to be achieved by the project. If an award is received, the Cooperator also will be asked to provide evidence of those results.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in April 2014.

Award Administration

Travel Policy

Travel costs – including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with the Cost Principles contained in OMB Circulars A-122, A-21, or A-87 (and found in title 2 CFR, sec. 230, 220, and 225, respectively) as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (The selected organization must submit a copy of this policy, if it exists, to the Arts Endowment Grants & Contracts Office before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or matching funds can be used to support federal staff travel.

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts in all material related to this project. The Arts Endowment may provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The Arts Endowment may enter into subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#).

All sub-contract activity must follow the Cooperator's board-established procurement policy. In the absence of such a policy, the Cooperator must follow the federal procurement policies for contracts issued under federal financial assistance awards. [See the appropriate OMB administrative requirements.]

Agency Contacts

If you have questions about programmatic requirements, contact:

NEA Project Director
Wayne Brown, Director, Music and Opera
202/682-5599 or brownw@arts.gov

If you have questions about award administration, contact:

Nicki Jacobs
NEA Grants & Contracts Officer
202/682-5403 or jacobsn@arts.gov

[REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at [Help](#). The Grants.gov Contact Center is available 24 hours per day, seven days a week.]

Reporting Burden

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. The Arts Endowment welcomes any suggestions that you might have on improving its 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: Office of Guidelines and Panel Operations, Room 621, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. 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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OMB No. 3135
Expires 11/30/2016

How to Prepare and Submit an Application

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 2, 2014. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. The Arts Endowment will not accept late applications.

Register or Renew/Verify Your Registration with Grants.gov

NOTE: Applicants are required to change their Grants.gov passwords every 60 days. See www.grants.gov for more details on requirements for Usernames and Passwords.

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the **System for Award Management (SAM)**, where your organization's information must be renewed annually. **Finalize a new or renew an existing registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with Grants.gov or SAM. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's **[Get Registered](#)**. **Allow a minimum of two weeks for this multi-step, one-time process.** If your organization already has registered, **renew your registration with SAM and verify that your registration with Grants.gov is current.**

If you have problems with registration:

- SAM Federal Service Desk: Call 1-866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).
- Grants.gov Contact Center: Call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the registration process to submit your application.

Registration Tips:

- **Register early.** Registration is by far the hardest part of the whole process. Don't put it off to the last minute. Grants.gov advises that registration usually takes up to 5 business days but it can take longer; we recommend that you allow at least two weeks. For help, call the Grants.gov Contact Center at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **Be extremely careful when entering your registration information and make sure your information on file with the entities involved is correct and consistent.** In the second step of the registration process, your information will be validated with the IRS and Dun & Bradstreet (D&B). If your information doesn't match exactly -- like having a comma in your organization's name on file with the IRS, but not with D&B -- it can snag your registration.
- **Make sure your registration information is up to date.** Your organization's System for Award Management (SAM) registration -- part of the Grants.gov registration process -- must be renewed every year. SAM will alert your organization's SAM Point of Contact when it is time for renewal. You can check your current SAM registration status by entering your DUNS number at "[Search SAM](#)" at www.sam.gov. Also verify your registration with Grants.gov and make sure it is current before you apply, especially if your e-mail address has changed.
- **Even if you aren't registered, you can work on an electronic application.** While you need to be registered in order to submit an application, you don't need to be registered (or an AOR) in order to work on one.

Creating your application:

- **Review the Grants.gov software requirements.** You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer in order to access, complete, and submit applications. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from

submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

- **Yes, the DUNS is important.** The DUNS you enter on the SF-424 form must match exactly the DUNS you used when you registered with SAM. If it doesn't match -- even if you just transpose two digits -- we won't get your application because the Grants.gov system will kick it back to you. If your organization has more than one DUNS (many do), make sure you're using the right one for applying via Grants.gov.
- **You're the only one who can ensure that your application is complete.** Yes, the Check Package for Errors function on the forms will tell you if you missed a required field but it can't tell you if your application was validated and accepted by Grants.gov. See below.

Submitting your application:

- Submit your application **no later than 10 days** prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.
- **Just because Grants.gov received your application doesn't mean it's been accepted.** Ensure that your application was validated and accepted by the Grants.gov system. Go to **Track My Application** to track the validation and progress of your application submission through Grants.gov. There are several reasons applications may not be validated. Maybe there was a problem with the DUNS (see above). Bottom line: Don't wait until just before the deadline to submit. If you turn off your computer right after submitting, you may not learn the application was kicked back until too late. Give yourself some extra time to make adjustments and resubmit, if necessary.
- **Sometimes the problem isn't Grants.gov or you, it's your computer.** You'll need to work with your own IT administrator to fix the problem. It may be due to the presets on your computer or your Internet Service Provider. If your IT administrator isn't available, just try submitting from another computer and see if that works. Another reason to submit early!

Download the Application Package

1. Verify your software.

You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

Please go to "**Download Software**" to see the compatible versions of Adobe Reader and, where necessary, to download and install the appropriate Adobe Reader software.

2. Access the application package on Grants.gov by clicking on the link below:

DOWNLOAD

[Funding Opportunity Number: NEAPS1302]

This will bring you to the "Selected Grant Applications for Download" screen.

Download the application package and follow the instructions below. **It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.**

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button at the top of the form and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time that you work on it. You will get the message: "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.
4. You can access each Mandatory form by clicking on it OR you can scroll down your screen and you will come to each form in succession.

The three forms are:

- **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**: This form asks for basic information about your organization and project. Complete this form first. Data entered here will populate fields of other forms where possible. Instructions for completing this form begin on page 16.
- **Project/Performance Site Location(s) Form**: This form collects information about the primary site location where the project will be performed. Instructions for completing this form begin on page 19.
- **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and the Project Budget Form) that must be included for your Grants.gov application package to be considered complete. Instructions for completing this form begin on page 19.

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, click the "**Save & Submit**" button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.**
3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **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.**

If you have difficulty submitting, go to [Adobe Reader Error Messages](#) or [Applicant Resources](#) for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to [Track My Application](#) to track the validation and progress of your application submission through Grants.gov. After the Arts Endowment retrieves your application from Grants.gov, log in to the Grants.gov system by using your Username and Password to receive your Agency Tracking Number (this will be the Arts Endowment-assigned application number).

Application Instructions

For a complete application, follow Steps 1-3 below:

Step 1: Fill out the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

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.

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: Enter the legal name of your organization 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, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

b. Address:

Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code** that was assigned by the U.S. Postal Service. (You may look it up at www.usps.com/zip4/.)

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.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) 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 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 two-digit state/territory abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter NEA Jazz Masters .

b. Project Description: Provide a two or three sentence summary description.

Please note:

This field on the form has a character limit of 1,000. Even if you have less 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. We strongly encourage you to write a succinct project description and double check the number of characters.

c. Proposed Project Start Date/End Date: Enter a start date no earlier than June 1, 2014. Your project may extend for up to 13 months.

7. Project Director:

Provide the requested information for the Project Director. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field. Provide contact information, including an e-mail address, that will be valid through June 2015.

8. Primary Contact/Grant Administrator:

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Select a Prefix even though this is not a required field.

If this individual is the same as the Project Director, 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, please 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 will be submitting this application to Grants.gov. Select a Prefix even though this is not a required field. The AOR must have the legal authority to obligate your organization. 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.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Step 2: Fill out the Project/Performance Site Location(s) Form

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.

This form collects information about the primary site, as well as additional sites, where project activity will take place. In most -- but not all -- cases, the primary site will be the address of the applicant organization. If a portion of the project will be performed at any other site(s), identify the site location(s) in the additional block(s) provided. Use up to 29 additional blocks as required (one for each site). Your responses will not be a factor in the review of your application.

For the Organization Name:

Enter the name of the organization where the activity will take place. This may be the applicant organization or another organization. The remaining fields in a block (e.g., DUNS number) are associated with the organization where the activity will take place.

For the Project/Performance Site Congressional District:

Use the following format: 2 character State Abbreviation-3 character District Number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." If the project directly impacts all districts in a state, enter "all" for the district number. For example: "MD-all" for all Congressional districts in Maryland. If nationwide (all districts in all states), enter "US-all." If the state has a single At-Large Representative or the territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If the project is outside the U.S., enter "00-000." If you need help determining a district, go to www.house.gov and use the "Find Your Representative" tool.

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

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

Several important points:

1. Attachments 3 is a fillable form; you will find link to find it. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

Please be sure you are using Adobe Reader (version 9 or higher) when filling out our PDF forms.

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). Please verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here: <http://get.adobe.com/reader/>.

2. All other attachments are documents (e.g., narratives, bios) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF (portable document format) files.**

These non-form 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. If you don't already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to **PDF Conversion Programs**.

Please make sure to convert your documents into PDF format in line with the guidance above. **Do not create PDFs of your electronic documents by scanning.** In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. **Do not embed non-printable media files (video and/or sound) in your PDF documents.** Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

No attachment should be more than 2 MB.

3. For non-form documents, 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. Do not reduce type below 12 point font size.** Do not type in all capital letters. Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page. **Excess pages will be removed and not be reviewed.**

4. **Name your files as indicated below and attach them in the proper order.** Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 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. Please attach the proper file to the proper button as listed below.

The Attachments

ATTACHMENT 1: To this button attach your **Application Narrative** (up to 10 pages) that addresses the points below. The file name should indicate 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 project. Please organize your response a), b), c), etc. and use the boldfaced language below as a heading for each item.

- a) Your organization's **mission and principal activities**.
- b) Your organization's **experience in producing and presenting** performing arts events. Note any major jazz events that you have produced or presented in the past three years.
- c) Your organization's **networking and communications capabilities** especially as they relate to the jazz field.
- d) Your proposed **plans for announcing the 2015 NEA Jazz Masters**.
- e) Your proposed **plans for presenting and producing the 2015 NEA Jazz Masters Awards Ceremony & Concert** (preferably to take place in Washington, DC). If you are proposing a specific venue(s) and producer(s), please note them and the degree of their commitment.
- f) Your proposed **plans for ancillary educational and community outreach activities**, including the moderated panel session(s) with the NEA Jazz Masters, that will accompany the Awards Ceremony & Concert.
- g) Your organization's **experience in producing, or overseeing the production of, broadcast quality audio recording and webcast quality videotaping** of live jazz

or live performances in other genres. Describe your organization's experience in **webcasting** live events or performances for national audiences and coordinating any ancillary educational or community outreach activities such as viewing parties.

- h) Describe any **special efforts** your organization will undertake to raise national awareness about the 2015 NEA Jazz Masters program or jazz as an art form through your choice of venues, schedule of activities, or any unique resources that you will bring to the project.

ATTACHMENT 2: To this button, attach **brief bios** (a maximum of two to a page) for the key personnel to be involved in this project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 3: To this button, attach the completed **Project Budget Form**, Pages 1 and 2 [[DOWNLOAD FORM](#)] [[INSTRUCTIONS](#)].

The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$245,000.

If you wish to submit a copy of your own project budget for clarification, you may do so; submit this item as Attachment 4. **Your own project budget may not be submitted in lieu of the required form.**

ATTACHMENT 4 (Optional): To this button, you may attach your own project budget. The file name should indicate the name of your organization or a recognizable acronym followed by "SepBudget" (e.g., "ABCOrgSepBudget").

ATTACHMENT 5: To this button, attach one or two recent examples of **programmatic material** that provides evidence of your experience in producing or presenting events 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"). [If you are unable to attach this material electronically, you may include it with the video work sample that you send directly to the Arts Endowment.]

ATTACHMENT 6: To this button, attach a PDF with a web link to a 20-30 minute video work sample that demonstrates your experience in producing or presenting events that are relevant to this project. 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 a work sample to be downloaded (e.g., Dropbox). Please provide an accompanying description that notes, as relevant:

- Relationship of the work to the proposed project.
- Name of the ensemble/artists/conductor/composer.
- Title of the work.
- Date the work was performed.

Leave all remaining Attachment buttons blank.

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.