

Program Solicitation: NEA Big Read

Proposal Receipt Deadline: January 18, 2024

Applications must be submitted 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. We strongly recommend that you **submit your application early** to give yourself ample time to resolve any problems that you might encounter.

Program Description

The National Endowment for the Arts (NEA) is seeking to enter into a Cooperative Agreement with a U.S. Regional Arts Organization (RAO) that will administer the 2025-2026 cycle of the [NEA Big Read](#) initiative. The NEA Big Read is a community-focused, literary arts initiative that broadens our understanding of ourselves and our neighbors through the power and joy of reading, writing, and sharing stories.

The initiative selects eligible organizations around the country to host dynamic community-wide programs inspired by NEA Big Read-selected writers and/or works of literature. Each community program that receives an NEA Big Read subgrant—which generally ranges between \$5,000 and \$20,000—is also provided with resources, outreach materials, and training on various programmatic aspects such as working with local partners, developing public relations strategies, and facilitating activities and events.

NEA Big Read programs may last as short as a week or as long as several months and may include activities, such as a kick-off event; group discussions about the selected literary works; community writing workshops; activities related to collecting, sharing, and archiving oral/written stories from members of the community; and projects, such as art exhibitions, theatrical and/or musical performances, poetry slams, etc., that engage the community and/or respond creatively to community stories, an overarching theme, and/or the selected literary works.

Since 2006, the NEA has funded more than 1,700 NEA Big Read programs, providing more the \$25 million to organizations nationwide. In addition, NEA Big Read activities have reached every congressional district in the country. Over the past 15 years, grantees have leveraged more than \$56 million in local funding to support their NEA Big Read programs. More than 5.9 million Americans have attended an NEA Big Read event, approximately 97,000 volunteers have participated at the local level, and over 40,000 community organizations have partnered to make NEA Big Read activities possible.

Scope of Work

The purpose of this program solicitation is to select an organization (Cooperator) to administer the 2025-2026 cycle of the NEA Big Read initiative as described below. In brief, the Cooperator will:

- Create and maintain resources to assist applicants and subgrantees throughout the application process and subgrant program cycle;
- Develop and distribute guidelines for applications, receive applications, and implement an application adjudication process by experts in the literary arts and community engagement;
- Manage the award and administration of all NEA Big Read subgrants;
- Promote the initiative and subgrantees in consultation with the National Endowment for the Arts.

All program elements must comply with all federal civil rights laws.

NOTE: In-person NEA Big Read activities may occur in accordance with applicable health guidelines. However, it is expected that all such activities will be designed to be adaptable to an accessible, virtual format. The Cooperator and subgrantees must plan all NEA Big Read activities to minimize or avoid cancellation costs that might occur if activities cannot be conducted in-person, since such costs cannot be included in the project budget.

Detailed Requirements

The Cooperator will work with the NEA's Project Director, and through the NEA's Project Director with other NEA staff as appropriate, on all aspects of this initiative. The NEA's Project Director will be the NEA Big Read Program Manager.

The Cooperator will:

- Work with the NEA Project Director to refine the details, budget, outreach plans, and schedule of all initiative components.
- Develop and implement a work plan for the activities supported by this Cooperative Agreement, and meet regularly with the NEA Project Director to monitor progress in completing required activities.
- In coordination with the NEA Project Director, identify NEA Big Read writers and/or works of literature to be part of the NEA Big Read library.
- Prepare, for the NEA's review and approval, guidelines for applications from eligible organizations in communities nationwide seeking to participate in the NEA Big Read. Guidelines must specify that the review of applications will be based on artistic excellence and artistic merit.

- In coordination with the NEA Project Director and NEA’s Office of Public Affairs (OPA), support social media, webinars, and other dissemination efforts to distribute guidelines and provide information about the subgrant application process to reach the maximum potential number of applicants nationwide, with a focus on rural and underserved communities.
- Provide technical assistance to applicants and ensure all applicants are aware, at the time of application, of subgrant requirements that apply to recipients of grants issued under this initiative.
- Receive applications electronically through a secure, accessible online portal and review grant applications for eligibility and completeness.
- Implement an application adjudication process by a panel of independent experts.
- Submit a list of proposed panelists to the NEA for approval. Each panel must be composed of experts in the field and a layperson, who reflect a wide geographic, ethnic, and minority representation as well as diverse aesthetic and cultural points of view. Panel review shall adhere to standards of conduct consistent with the NEA’s Standards of Conduct for Panelists.
- Conduct virtual panels.
- Prepare, for the NEA’s review and approval, a detailed report of the proposed grant recommendations before they are awarded.
- Notify applicants of their subgrant funding decisions.
- Manage the awarding and administration of subgrants, adhering to the Uniform Guidance under 2 CFR Part 200 and the NEA’s General Terms & Conditions:
 - Issue cost share/matching subgrants to organizations, generally in the amount of \$5,000-\$20,000 each. Subgrantees must provide a cost share/match equal to the amount of the subaward (1:1 cost share/match).
 - Plan and implement a virtual subgrantee orientation. The orientation should include an overview of the subgrant requirements, best practices for community programming and partnerships, and a Q&A. The Cooperator should track participation and ensure all subgrantees have access to a recording of the orientation.
 - Monitor the progress of each subgrantee, provide technical assistance, and conduct in-person, virtual, or hybrid site visits as needed during the project period of performance.
 - Require subgrantees to submit program materials and photos from NEA Big Read events. Photos should identify the event name, date, location and principals who appear in the photos. The Cooperator must ensure appropriate permissions are in place for use of photos. Submission of materials can be made periodically, but must be submitted at least once during the grant period.

- Maintain a database with each recipient's contact information, attendance statistics, and feedback on the impact of the initiative. Provide updates on this information to the National Endowment for the Arts on an agreed upon schedule.
- Require, review, and approve final reports from each subgrantee. Reports must align with the NEA's standard final report requirements. This includes collecting general demographic information about the participants attending the NEA Big Read events and programs.
- Obtain a SAM.gov UEI from each proposed subgrantee prior to issuing a subaward.
- In collaboration with the NEA, produce and distribute promotional materials to subgrantees.
- In collaboration with the NEA, assist with the creation and ongoing updates of resources for applicants and subgrantees.
- In consultation with the NEA, develop and maintain an online platform for the NEA Big Read program featuring information for applicants and subgrantees, which may include an interactive map, information on subgrantees, online subgrantee orientation resources, an organizer's guide, and acknowledgement of current partners and funders. The Cooperator would own and operate this platform.
- Ensure acknowledgement of the NEA in all NEA Big Read materials (including print, online, and broadcast), using the language provided by the NEA.
- In collaboration with the NEA's Office of Public Affairs (OPA), facilitated by the NEA Project Director, produce all communications and materials in an accessible format and style compatible for dissemination through the agency's website and social media platforms and compliant with federal law and regulation. Include NEA-designated crediting language in all appropriate communications and materials produced for and by the initiative.
- Coordinate efforts with the NEA Project Director and OPA to issue public announcements of the organizations receiving funding and the events/activities they will offer.
- Regularly highlight subgrantee stories through blog posts, social media, and/or other means.
- Provide the NEA Project Director with project updates and records in a mutually-agreed-upon accessible format and timeline. This includes an annual assessment of initiative successes, challenges, lessons learned, and grantee feedback.
- Secure NEA's prior approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the initiative. Coordinate with any such sources as appropriate.

- Follow the Cooperator’s board-approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this initiative. The Cooperator should be aware of and comply with all requirements of the Uniform Guidance procurement standards described in 2 CFR 200.318-.327. Consultants or vendors engaged by the Cooperator as part of this initiative will be required to agree that any information gathered will be used only for the purposes described in the Cooperative Agreement, and not for the promotion or endorsement of Cooperator’s unrelated activities. The Cooperator must seek NEA approval for any consultants or vendors before they are engaged.
- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the “Rights”). The Rights may include, but are not limited to, text, audio, video, and visual images. If relevant, the NEA Project Director will coordinate discussions or meetings to ensure that the rights secured meet the NEA’s needs. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility for, and will defend, indemnify and hold harmless the NEA from, any liability arising from deficient Rights and/or the Cooperator’s warrants or statements about the Rights. Copies of the permissions/releases must be provided to the NEA in accordance with the requirements provided by the NEA.
- No later than 120 days after the completion or termination of the Cooperative Agreement, submit through the Cooperator’s NEA REACH online account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425, and a Geographic Location of Project Activity Report (GEO).

The NEA Project Director will:

- Work with the Cooperator to refine the plans, budget, and schedule for all initiative components.
- Advise and assist the Cooperator throughout the course of the initiative.
- Review and approve:
 - Any consultants, vendors, and partners necessary to carry out all aspects of the initiative.
 - Application guidelines and final report data elements.
 - Outreach plans.
 - Panelists.
 - Recommendation of grants.

In coordination with the Cooperator, identify NEA Big Read writers and/or works of literature to be part of the NEA Big Read library. Ensure Cooperator has secured all necessary permissions for rights-protected material.

- Assist the Cooperator with nationwide outreach to potential eligible applicants.
- Recommend to the Cooperator potential panelists for review and ensure the adherence to the NEA Standard of Ethical Conduct for Panelists.

- Review and solicit approval of final grant recommendations from the NEA Chair or delegate.
- In coordination with the NEA Office of Public Affairs, maintain NEA Big Read Content on a webpage at arts.gov.
- Review and approve final report data and narrative from the Cooperator.
- Act as liaison between the Cooperator and other Federal agencies and NEA staff involved in the initiative. This includes coordination of the approval by the NEA OPA of all public communications, including newsletters, press releases, contacts with the press, and the website. Provide staffing for press announcements and media events, as appropriate. Ensure Cooperator obtains and provides needed photographic content from subgrantees for NEA OPA promotional purposes.
- Provide crediting requirements to the Cooperator.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than July 1, 2024. The NEA will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Summer 2024	Cooperator refines project plans and schedule with the NEA.
Fall 2024	Guidelines for grant applications developed, approved, and disseminated.
Winter 2024 to Spring 2025	Applications reviewed and approved.
Summer 2025 to Summer 2026	NEA Big Read subgrantee projects conducted.
Fall 2026	Period of Performance ends.
120 Days Following End of Period of Performance	Submit Final Report.

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to \$1,507,000, contingent upon the availability of funds. This Cooperative Agreement requires a nonfederal cost share/match equal to the total amount of NEA funds awarded as subgrants. Cost share/matching funds cannot include funds from any NEA or other federal sources. All in-kind cost share must be documented in compliance with 2 CFR 200.306.

Period of Performance

This Cooperative Agreement will begin on or after July 1, 2024, and may extend for up to 30 months but no later than December 31, 2026.

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 awardees may not receive other federal funds for the same project costs during the same or an overlapping period of performance.

We may enter into subsequent Cooperative Agreements for this initiative with the organization selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below.

Applicant Eligibility

Eligibility for this Cooperative Agreement is limited to the six U.S. Regional Arts Organizations. To be eligible, the applicant must meet the [eligibility requirements for Regional Arts Organizations](#) as specified in the NEA's Partnership Agreements guidelines and must have submitted acceptable final report packages by the due date(s) for all award(s) previously received.

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

Application Review

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

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

- Quality and creativity of the proposed approach to this initiative.

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

- Degree to which the initiative correlates to the applicant's mission and programs;
- Ability to adjudicate a grant competition with a panel review;
- Ability to manage the award and administration of federal subgrants;
- Ability to carry out the project based on such factors as the appropriateness of the budget, the clarity of the project design, the resources involved, and the qualifications of the project's personnel.

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 about the selection of a Cooperator in April 2024.

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

Application Information

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 18, 2024.** We strongly recommend that you submit by January 9, 2024, to give yourself ample time to resolve any problems that you might encounter.

Register or Renew/Verify Registration with [Login.gov](#), [Grants.gov](#), and [SAM.gov](#):

- A Login.gov registration is required to access both Grants.gov and SAM.gov.
- All registrations must be completed before you can apply. See [Get Registered](#) for details. It is your organization's responsibility to create and maintain regularly updated registrations with Login.gov, Grants.gov and the System for Award Management (SAM).
- Login.gov, Grants.gov and SAM.gov registration and maintenance is always free. If you have already registered, renew/verify your registrations and make sure that all of your information is current before you apply.
- **It is a federal requirement that awardees maintain current registrations with SAM throughout the application and award processes. Therefore, 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, 2024.**
- **Login.gov Help:** Consult the information posted in their [Help Center](#), or use their online form to [submit a question](#).
- **Grants.gov Contact Center:** Call 800-518-4726, email 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.
- **SAM Federal Service Desk:** Call 866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).

If you have a question about access for individuals with disabilities:



Call or email the Office of Accessibility at 202-682-5532 or accessibility@arts.gov to request an accommodation or an alternate format of the guidelines.

How to Apply

Go to the Grant Opportunity Package in Grants.gov:

CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE
Funding Opportunity Number: NEAPS2403

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.
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)**. More information on participant roles can be found [here](#).
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

Learn more about [using Grants.gov’s Workspace](#).

1. Fill out the *Application for Federal Domestic Assistance/Short Organizational 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.

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. [Include if relevant: 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.

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](#). NOTE: Do not enter a DUNS number here. **The characters 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: 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 and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter: [Program Name]

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. We strongly encourage you to write a succinct description and double-check the number of characters.

c. Proposed Project Start Date/End Date: Enter a start date on or after July 1, 2024. 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 30 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.

2. Attach documents to the *Attachments* form:

The "Attachments Form" is where you will attach documents that you have completed and saved as PDF files elsewhere on your computer.

Important tips:

1. Be sure you are using Adobe Reader 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). Verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can [download it here for free](#)

2. No attachment should be more than 2 MB.
3. 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.

Types of Attachments:

1. Documents

Attachment 1 (Narrative), Attachment 2 (Bios), and Attachment 4 (Support Info) **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 right hand 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.

2. 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.

The Attachments

ATTACHMENT 1: To this button attach a **narrative** (no more than five (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 **mission** and how it relates to this program.
- b) Your organization's **experience** in administering educational or literary programs. Note any major programs or events that you have administered or presented that would be an indicator of your ability to carry out this project. Describe your organization's ability to adjudicate a grant competition with panel review and to manage the award and administration of federal subgrants.
- c) A list of **proposed project activities**. Be as specific as possible. Describe your plans for accomplishing all aspects of the project as detailed in the Scope of Work and Detailed Requirements section of the Program Solicitation.
- d) Provide figures for your **organization's total income and operating expenses** for the most recently completed fiscal year.
- e) Provide a **schedule** of key project planning and implementation dates.
- f) Describe any **unique resources** that you will bring to the project or special efforts your organizations will undertake to make this project a success.

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](#).

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 \$1,507,000.

ATTACHMENT 4: 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").

This may include, but is not limited to, publications, website material, video samples or documentation of previous activities, reports, or other items that can help in the review of your application. Attach one PDF with web links to these relevant materials. 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 site that requires material to be downloaded (e.g., Dropbox).

Leave all remaining Attachment buttons blank.

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. Detailed instructions can be found [here](#). **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.

For more information about checking Grants.gov application status and a complete list of statuses, see [here](#).

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

Award Administration

Final Reporting

Before a cooperative agreement is awarded, organizations must have submitted acceptable Final Report packages by the due date(s) for all NEA award(s) previously received.

Travel Policy

Travel costs (including lodging, meals, and incidental expenses) for program participants, as well as officials or employees of the Cooperator, must be reasonable and allowable in accordance with 2 CFR 200.475 and 41 CFR 301-10, and 2 CFR 200.1 as applicable. These costs must not exceed:

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

No federal or cost share/matching 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.***

Crediting Requirement

The Cooperator must clearly acknowledge support from the NEA in all material related to this project. We will provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The NEA may enter into up to four (4) subsequent Cooperative Agreements for the NEA Big Read 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

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

Project Reporting and Evaluation

Before applying, please review the [reporting requirements](#).

Agency Contacts

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

Lauren Miller, NEA Big Read Program Manager
millerl@arts.gov or 202-682-5490

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

Office of Grants Management
grants@arts.gov

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