

Program Solicitation: NEA Big Read

Proposal Receipt Deadline: November 30, 2017

The National Endowment for the Arts 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. We strongly recommend that you **submit your application by November 20, 2017** to give yourself ample time to resolve any problems that you might encounter.

Background

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 2019-2020 cycle of the **NEA Big Read** program. The NEA Big Read is a community reading program that broadens our understanding of the world, communities, and ourselves through the joy of sharing a good book.

The program annually supports approximately 75 community reading programs, each designed around a single NEA Big Read book selection. Each participating community organization: selects a book from the available titles for the entire community to read and celebrate over a 4-6 week time period; presents a series of public events about the featured book, such as book group discussions, readings, and media and arts programs; promotes participation in the program; and reports on the type and number of participants at events. Community programs each receive an NEA Big Read subgrant—ranging from \$5,000 to \$15,000—to undertake these activities and are provided with resources to support project programming.

Since 2006, the program has funded more than 1,300 NEA Big Read programs—providing more than \$18 million in subgrants to organizations nationwide and supporting activities in every Congressional district in the country.

Scope of Work

The purpose of this Program Solicitation is to select a Regional Arts Organization (referred to as the "Cooperator") to administer the 2019-2020 cycle of the NEA Big Read program. In brief, the Cooperator will:

1. Form a book review committee and compile members' feedback to select new books for the NEA Big Read book library; create and maintain resources to assist subgrantees and applicants.
2. Develop and distribute guidelines nationally for applications, receive applications, and implement a process for adjudication of applications by experts in the arts.
3. Manage the award and administration of approximately 75 NEA Big Read subgrants.
4. Implement a communications strategic plan designed by the National Endowment for the Arts.

Detailed Requirements

The Cooperator will work with the National Endowment for the Arts' Project Director, and with other agency staff as appropriate, on all aspects of this program. The National Endowment for the Arts' Project Director will be the NEA Big Read Program Manager.

The Cooperator will consult with, and will secure the approval of, the National Endowment for the Arts' Project Director in carrying out the responsibilities below.

The Cooperator will:

- Prepare a detailed project plan, budget, and timeline. Provide the National Endowment for the Arts' Project Director with project updates in a mutually-agreed-upon format and schedule.
- Implement specific tactics detailed in a communications strategic plan designed by the National Endowment for the Arts to provide overall promotion of the NEA Big Read program.
- Identify and recruit an NEA Big Read book review committee that will recommend approximately two to five new titles for the NEA Big Read library. Manage the review process and prepare book recommendations for the National Endowment for the Arts' final selection.
- Prepare, for the National Endowment for the Arts' review and approval, guidelines for applications from eligible organizations in communities nationwide seeking to participate in NEA Big Read programs. The guidelines must specify that application review will be based on artistic excellence and artistic merit. Distribute guidelines and conduct outreach to solicit applications from communities nationwide. Provide technical assistance to applicants and ensure that applicants are aware at the time of application of grant requirements that apply to recipients of awards issued under this program.
- Receive electronic applications, review for eligibility and completeness, and implement a process for adjudication of applications by independent experts in the arts.

- Recruit panelists and conduct a virtual panel(s). Panel review must adhere to standards of conduct consistent with those reflected in the National Endowment for the Arts' Standards of Ethical Conduct for Panelists.
- Manage the award and administration of subgrants, adhering to the Uniform Guidance under 2 CFR Part 200 and the National Endowment for the Arts' General Terms & Conditions:
 - Issue matching subgrants (subgrantee cost share/match equal to at least the award amount) to approximately 75 organizations, generally in the amount of \$5,000-\$15,000 each.
 - Plan and implement a virtual subgrantee orientation.
 - Monitor the progress of each award recipient – or subgrantee, provide technical assistance, and conduct site visits as needed, during the project period of performance.
 - Maintain a database with each recipient's contact information, attendance statistics, and feedback on the impact of the program. Provide updates on this information to the National Endowment for the Arts as requested.
 - Require final reports from each subgrantee. Review and approve reports.
- Produce and distribute promotional materials (e.g., NEA Big Read bookmarks) to subgrantees.
- In collaboration with the National Endowment for the Arts, assist with creation and ongoing updates of resources for applicants and subgrantees.
- Develop and maintain an online platform for the NEA Big Read program, in consultation with the National Endowment for the Arts, featuring information for applicants and subgrantees, including interactive elements for subgrantees, an interactive map, information on subgrantees, online subgrantee orientation resources, an organizer's guide, and acknowledgement of current partners and funders.
- Ensure acknowledgement of the National Endowment for the Arts in all materials (including print, online, and broadcast) pertaining to the program, using the language provided by the National Endowment for the Arts.
- Consultants or vendors engaged by the Cooperator as part of this project will be required to agree that any information gathered will be used only for the purposes described in the Cooperative Agreement. The Cooperator must seek approval for any consultants or vendors before they are engaged.

- No later than 90 days after the completion or termination of the Cooperative Agreement, submit electronically to the Grants & Contracts Office and to the National Endowment for the Arts Project Director, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425. The FDR must include recommendations for the future of the NEA Big Read program.

Responsibilities of the National Endowment for the Arts Project Director

The National Endowment for the Arts Project Director will:

- Advise and assist the Cooperator throughout the course of the initiative.
- Work with the Cooperator to refine the project plans, budgets, timelines, and clarification of responsibilities as necessary.
- Review and approve the proposed vendors necessary to carry out the program, such as writers and consultants.
- Provide the Cooperator with details about a communications strategic plan for the program to be developed by the National Endowment for the Arts' Office of Public Affairs.
- In coordination with the Cooperator, identify NEA Big Read book review committee members; select book titles for consideration by the committee; and make final decisions regarding program book titles to add to the NEA Big Read Library.
- Review and approve the guidelines for applications from eligible organizations in communities nationwide seeking to participate in NEA Big Read programs; provide the Cooperator with the National Endowment for the Arts' Standards of Ethical Conduct for Panelists; and review/approve final report data elements.
- In coordination with the Cooperator, assist with outreach to solicit applications from eligible organizations nationwide.
- Solicit approval of final grant recommendations from the National Endowment for the Arts Chairman or delegate.
- In coordination with the National Endowment for the Arts' Office of Public Affairs, create and update book-related educational content posted on the NEA Big Read webpage at [arts.gov](https://www.arts.gov).
- Secure and renew text, image, and audio permissions for rights-protected material in educational content. Ensure all necessary permissions are current.

- Serve as liaison between the Cooperator and any other National Endowment for the Arts staff (e.g., Office of Public Affairs, Office of General Counsel) who might be involved in this project.

Estimated Schedule

The schedule below is a preliminary, tentative schedule only. The National Endowment for the Arts will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Summer 2018	Cooperator refines project plans and schedule with the National Endowment for the Arts.
Fall 2018	Book review committee formed to select possible new books for 2019-20 programming; guidelines for grant applications developed, approved, and disseminated.
Winter 2019 to Spring 2019	Applications reviewed and approved.
Summer 2019 to Summer 2020	NEA Big Read subgrantee projects conducted.
Fall 2020	Period of Performance ends.
90 Days Following End of Period of Performance	Submit Final Report.

Award Information

Cooperative Agreement Amount

The National Endowment for the Arts expects to award one Cooperative Agreement of up to \$1,472,000, contingent upon the availability of funds.

The Cooperator must meet a cost share/matching requirement equal to the total amount of the funds awarded as subgrants.

Any project costs beyond the amount above must be covered from non-federal sources other than the National Endowment for the Arts.

Period of Performance

Project activities may begin on or after July 1, 2018, and may extend for up to 30 months.

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

Applicant Eligibility

Eligibility for this Cooperative Agreement is limited to the six U.S. Regional Arts Organizations. The applicant must meet the **Eligibility Requirements for RAOs** as specified in the National Endowment for the Arts' Partnership Agreements guidelines and must have submitted acceptable Final Report packages by the due date(s) for all award(s) previously received.

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

You may apply to the National Endowment for the Arts through the Partnership Agreements guidelines, in addition to the NEA Big Read. However, 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 November 30, 2017.** We strongly recommend that you submit by November 20, 2017 to give yourself ample time to resolve any problems that you might encounter.

Submitting an application is a two-step process:

1. 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 "**Registering as an Organization Applicant**" 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. Before you submit through Grants.gov for the first time, see "Apply Electronically Through Grants.gov" beginning on page 9 for further instructions.
2. Follow the detailed instructions for submitting items such as the application narrative, bios, project budget, and supporting information in the "How to Prepare and Submit an Application" section beginning on page 16.

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 project.

The artistic merit of the project, which includes the:

- Degree to which the project 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 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 2018.

NOTE: All recommended National Endowment for the Arts 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.

Award Administration

Travel Policy

Travel costs – including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with 2 CFR Part 200.474 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 Grants & Contracts Office before a Cooperative Agreement can be finalized.); or
- 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 or National Council on the Arts Members' travel.

Crediting Requirement

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

Subsequent Cooperative Agreements

The National Endowment for the Arts may enter into up to four 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](#).

Project Reporting and Evaluation

Through this program we intend to achieve the following objective: *Learning: (Lifelong Learning in the Arts)*. If an award is received, the Cooperator also will be asked to provide evidence of those results. Before applying, please review the [reporting requirements](#).

Contact Information

If you have questions about programmatic requirements, contact:

Eleanor Billington, Literature & Arts Education Division Coordinator
202/682-5001 or billington@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 National Endowment for the Arts. Call the Grants.gov help desk at 800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov Web site at Support. 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. 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, 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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OMB No. 3135
Expires 12/31/2019

Apply Electronically Through Grants.gov

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 November 30, 2017. We strongly recommend that you submit your application by November 20, 2017 to give yourself ample time to resolve any problems that you might encounter. The National Endowment for the Arts will not accept late applications.

Register or Renew/Verify Your Registration with Grants.gov

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 **Registering as an Organization Applicant**. **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 [Support](#). 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 [Support](#). 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:

- **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 "[Adobe Software Compatibility](#)" to see the compatible versions of Adobe Reader or to download and install Adobe Reader. Please see important information about versions of Adobe Reader DC [here](#).

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

DOWNLOAD

[Funding Opportunity Number: NEAPS1705]

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.**

Do not open a Grants.gov "Workspace" environment to create, prepare, or submit your application materials.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button 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 two 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 13.
- **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 15.

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.

Application Instructions

For a complete application, follow Steps 1 and 2 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: NEA Big Read.

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 July 1, 2018. Your project may extend for up to 30 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 throughout the proposed period of performance.

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: 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 2 is a fillable form; you will 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 files.**

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.

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

How to Prepare and Submit an Application

The Attachments

ATTACHMENT 1: To this button attach your **Application Narrative** (up to 5 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 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) **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) **Schedule** of key project planning and implementation dates.
- 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: 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**, [\[DOWNLOAD FORM\]](#) [\[INSTRUCTIONS\]](#).

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 \$1,472,000.

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").

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.