

CFDA No. 45.024  
NEAPS1301

## **Program Solicitation: National Arts Education Data Project**

### **Proposal Receipt Deadline: December 18, 2013**

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 validated and accepted proposal no later than 11:59 p.m. Eastern Time on the deadline date above. 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.

### **Background**

Easy access to timely, reliable data about arts education at the school level is a prerequisite for knowing how much and to whom K-12 arts education is being delivered at the local, state, and national levels. Apart from bringing statistical rigor to addressing issues of access and equity, these data can help decision-makers in every state determine whether they are meeting their state-approved policies and content standards regarding arts education. In addition, these data can help state arts agencies, funders, and other stakeholders direct resources to increase the likelihood that every student in each state will benefit from an education that includes the arts.

State-level education data is collected annually by state departments of education primarily through statewide longitudinal data systems (SLDS). While states are at varying levels of SLDS development, states are now collecting data on arts education given the arts are a core academic subject across the nation. In many cases, the arts education data have not been accessed by researchers and policy-makers for the purposes of drawing conclusions or making local, multi-state, or regional comparisons.

Through the National Arts Education Data Project, the NEA proposes to build capacity within all state departments of education to collect and report arts education data from SLDS and other state department of education data sets on an annual basis. In a period of up to four years, we anticipate that data from all states will be included in a newly developed online database with web-based data dashboards and associated data visualization tools. For the first time, the most current school-level arts education data will be centralized in one location through this project, accessible to everyone.

### **Scope of Work**

The purpose of this Program Solicitation is to select an organization (Cooperator) to implement the National Arts Education Data Project activities as described below. In brief, the Cooperator will:

- Plan, coordinate, and implement the National Arts Education Data Project for K-12, school-based learning environments.

Projects must include three components:

1. Identify the state department of education datasets (including SLDS) that will be used, as well as the data extraction plan.
  2. Build an online database that will extract arts education data from SLDS and other state department of education data sets.
  3. Train staff from state departments of education to use the new system.
- Promote, disseminate, and monitor the activities.
  - Evaluate the program.

### **Detailed Requirements**

The Cooperator will work with the NEA Project Director, and through the NEA Project Director with other NEA staff as appropriate, on all aspects of this program. The NEA Project Director will be the Arts Endowment's Director of Arts Education.

The Cooperator will:

- Work with the NEA Project Director to refine the plans and schedule of this project that includes: an outline of the components, research methodologies, technological resources, timelines, and possible project partners.
- Secure NEA approval of any consultants, (sub)contractors, or partner organizations that will be working on this program, before they are engaged.
- Develop and implement a process to determine: how many states will be reached over a four-year span; which states' departments of education conduct annual SLDS for arts education; what other state departments of education datasets are relevant to this project; and who should be consulted to ensure the list is complete.
- Develop, implement, and maintain a website and an online database that will extract arts education data from SLDS and other state departments of education data sets, with the capacity to generate reports using web-based data dashboards and associated data visualization tools at the following levels: school, local, district, state, and national. The website will be hosted and its content will be managed by the Cooperator for the duration of the project period

of support. The website and database should be fully operational at the end of the project period of support.

- Implement training for staff from state departments of education to use the online database and interpret reports of annual SLDS arts education data and other state department of education data sets.
- Submit all plans and materials to be developed to the NEA Project Director for approval.
- Disseminate project resources and promote the project to assure broad visibility and awareness both within the arts education field and among general audiences.
- In consultation with the NEA's Office of Research & Analysis, develop and execute an annual plan for evaluating project outcomes and producing an annual report of this analysis, including recommendations for how the data collection, extraction, communications, and dissemination processes can be improved.
- Obtain any necessary rights, permissions, licenses, and releases as appropriate to the project. (The organization selected as the Cooperator should consult with the NEA Office of General Counsel to make sure that the rights secured meet the Arts Endowment's needs.)
- Provide the NEA Project Director with project updates, in a mutually agreed upon format, as noted in the Estimated Schedule.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit to the NEA's Grants & Contracts Office online Final Reports, a Final Descriptive Report (FDR), and a Federal Financial Report (FFR), Standard Form 425. The FDR must include recommendations for the future.

### **Responsibilities of the NEA Project Director**

The NEA Project Director for this Cooperative Agreement will be the Director of Arts Education, who will work closely with other NEA staff as appropriate on this program. The Project Director will:

- Work with the Cooperator to refine the plans, schedule, and methodology of this project, involving the Arts Endowment's Office of Research & Analysis as appropriate.

- Approve any staff, consultants, (sub)contractors, or partner organizations that the Cooperator proposes to have work on this project.
- Approve the design and content of the arts education online database, including site and report functionality.
- Review and approve training plans for state departments of education staff who will use the online database.
- Monitor project activities and participate in activities as appropriate.
- Review and approve all plans and materials to disseminate project work products.
- Review and approve promotion plans.
- With the NEA's Office of Research & Analysis, review and approve all annual evaluation reports on the project.
- Act as liaison between the Cooperator and other NEA staff (e.g., General Counsel, Public Affairs) that might be involved in the project.

### **Estimated Schedule**

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than September 1, 2014. The Arts Endowment will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized. Interim reports will be due as documented in writing and with mutually agreed upon adjustments as appropriate.

### **Cooperative Agreement Amount**

The NEA expects to award one Cooperative Agreement of up to \$1,200,000, contingent upon the availability of funds.

The Cooperator must provide nonfederal matching funds of at least \$240,000. Matching funds in excess of this minimum are encouraged.

An organization may not receive more than one Arts Endowment award for the same project during the same or an overlapping period of support.

## Period of Support

This Cooperative Agreement may begin no earlier than September 1, 2014, and may extend for up to 48 months.

The Arts Endowment may enter into subsequent Cooperative Agreements with the organization selected as a result of this 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. Regional arts organizations (RAOs) and state arts agencies (SAAs) are eligible to apply. The applicant must:

- Meet the Arts Endowment's "**Legal Requirements**" at the time of application.
- 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 the National Arts Education Data Project program solicitation.

You may apply to other Arts Endowment funding opportunities, including Art Works and Our Town, in addition to the National Arts Education Data Project. In each case, the request must be for a **distinctly different project**.

## How to Prepare and Submit an Application

You are required to submit your application 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 December 18, 2013.** 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 8-19 for further instructions.

## Application Review

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

**Artistic excellence**, which includes the:

- Quality and creativity of the proposed approach to this program.
- Degree to which the proposal demonstrates a sound understanding of the concept and practices of longitudinal data collection.

**Artistic merit**, which includes the:

- Potential of the project to result in resources and materials that the NEA and general public can use to better understand the quantity of arts education being delivered at the local, state, and national level.
- Applicant's experience in and commitment to developing high quality online research tools.
- Ability to carry out the project based on such factors as the appropriateness of the budget, the quality and clarity of the goals and design, the resources involved, and the qualifications of the project's personnel.
- Quality of any proposed project partners.
- Potential of the project to embed annual arts education data collection and reporting in all state departments of education.
- Proposed strategy for promoting and providing broad visibility for the program.
- Potential of the applicant's proposed plan to achieve results consistent with the NEA outcome for Learning: Lifelong learning in the arts.

**Outcome:** Through the National Arts Education Data Project, the Arts Endowment intends to achieve the following outcome: Learning: Lifelong learning in the arts. Applications should reflect 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.

All applications 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 reviews the Council's recommendations and makes the final decision on all grant awards. It is anticipated that applicants will be notified of award or rejection in April 2014.

## 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.]

The Arts Endowment expects that the Cooperator will maintain the database in future years. The Cooperator must notify the Arts Endowment if it is unable or does not wish to retain title to the website and database after the conclusion of the cooperative agreement. Under these circumstances, the Cooperator must either transfer title to the National Endowment for the Arts or to an eligible third party approved by the Arts Endowment. (See OMB Circular A-110 and 45 CFR 1157.31.)

### **Agency Contacts**

If you have questions about programmatic requirements, contact:

Ayanna Hudson  
NEA Director of Arts Education  
202/682-5515  
[HUDSONA@arts.gov](mailto:HUDSONA@arts.gov)

If you have questions about award administration, contact:

Nicki Jacobs  
Director, NEA Grants & Contracts Office  
202/682-5403  
[jacobsn@arts.gov](mailto: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](mailto:support@grants.gov), or consult the information posted on the Grants.gov website 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 & 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.

\* \* \* \* \*

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 December 18, 2013.** 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](http://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](mailto: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](mailto: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](http://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: NEAPS1301]

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 13.
- **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 15.
- **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 16.

### **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/](http://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](http://www.house.gov) and use the "Find Your Representative" tool.

## 6. Project Information:

a. Project Title: Enter National Arts Education Data Project.

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 September 1, 2014. Your project may extend for up to 48 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 September 2018.

**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 a **narrative (5-page maximum)** 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 initiative. 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**, and date your organization was incorporated, if applicable.
- b) **Proposed project activities**. Be as specific as possible. Describe your plans and methodology for accomplishing all aspects of the project as detailed in the Scope of Work/Detailed Requirements section of this Program Solicitation. Discuss any proposed partners or special resources that might be needed.
- c) **Schedule** of key project planning and implementation dates.
- d) Your strategies for **promoting and disseminating** the project and the online database to the arts education field as well as general audiences.
- e) Discuss your plans to ensure that the website and database remain sustainable after the cooperative agreement ends. Be as specific as possible. Include an annual cost estimate for this project after Arts Endowment support ends and describe how you will keep the system fully functional in future years.
- f) Your plans to develop and execute an **evaluation** of the project, that will include recommendations for how the data collection and extraction processes can be improved.

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

**ATTACHMENT 3:** To this button, attach the completed **Project Budget Form**, Pages 1 and 2.

**CLICK TO 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 \$1,200,000.

**ATTACHMENT 4:** To this button, attach any additional supporting information that you think necessary. (Optional) The file name should indicate the name of your organization or a recognizable acronym followed by “SupportInfo” (e.g., “ABCOrgSupportInfo”).

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.