National Endowment for the Arts

Notice of Funding Opportunity

NEA "Celebrating America250: Arts Projects Honoring the National Garden of American Heroes"

Grant Program Guidelines & Instructions

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Access for individuals with disabilities:

Contact the Office of Civil Rights at <u>civilrights@arts.gov</u> to request an accommodation or an alternate format of the guidelines.

NEA "Celebrating America250: Arts Projects Honoring the National Garden of American Heroes"

Basic Information

| Federal Agency Name | National Endowment for the Arts | |
|-------------------------------|---|--|
| Funding Opportunity Title | Celebrating America250: Arts Projects Honoring the National Garden of American Heroes | |
| Announcement Type | New announcement | |
| Funding Opportunity Number(s) | 2025NEAGARDEN | |
| Assistance Listing Number(s) | CFDA No. 45.024 | |
| Agency contact information | apply@arts.gov | |
| Application Deadline | July 14, 2025 | |

| Funding Details | Amount (Contingent upon availability of funds) |
|--|--|
| Total amount of funding expected to award | Approximately \$500,000 |
| Anticipated number of awards | 15-20 |
| Expected dollar value of awards (range) | \$25,000 each (No Cost Share) |

Executive Summary

The NEA will offer grants of \$25,000 each (no cost share required) for arts projects in any discipline that celebrate the contributions to American history of one or more of the national heroes listed in Executive Order 13978 of January 18, 2021. Key application submission dates.

Eligible applicants include nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally-recognized tribal communities or tribes with at least five years of arts programming history prior to the application deadline.

Program Description

In anticipation of the 250th anniversary of American Independence in 2026, the National Endowment for the Arts (NEA) is pleased to announce a special grant opportunity to honor the contributions to American history of the individuals who will be featured in the National Garden of American Heroes. We are accepting proposals for works of art in a range of formats: plays, operas, literary arts, concerts, visual arts, museum exhibitions, etc. that honor these individuals. Projects may take place in any of the 50 states, the District of Columbia, and U.S. jurisdictions. First proposed by President Trump in <u>Executive Order 13934</u> of July 3, 2020, the National Garden of American Heroes "will feature a roll call of heroes who deserve honor, recognition, and lasting tribute..." Among the individuals to be honored in the garden are the likes of John Adams, Muhammad Ali, Susan B. Anthony, Neil Armstrong, Billie Holiday, Francis Scott Key, Elvis Presley, Norman Rockwell, Maria Tallchief, Frank Lloyd Wright, and many others.

The NEA has been named as a key partner in President Trump's <u>Executive Order 13978</u> "Celebrating America's Birthday," which calls for the establishment of the Garden of Heroes. Our sister agency, the National Endowment for the Humanities, is undertaking a grant program to commission the statues.

To honor these individuals, the NEA will offer grants of \$25,000 each (no cost share required) for arts projects in any discipline that celebrate the contributions to American history of one or more of the national heroes listed in Executive Order 13934.

For example, arts projects could support the commissioning of new works of art and/or the presentation of existing works of art that celebrate these exceptional Americans. We encourage applicants to be creative in how and where they present or create art celebrating any of these individuals. Projects are not limited to honoring only artists; they may celebrate heroes in any domain represented in the list (e.g., scientists, athletes, statesmen, etc.).

Eligible organizations may submit one proposal for this special grant opportunity. In addition to this funding opportunity, you may apply to other FY26 NEA funding opportunities, including Grants for Arts Projects and Research Awards. In each case, the request must be for a distinctly different project. No project costs or staff time may overlap with activities executed as part of other federal awards.

Period of Performance

NEA support of a project (i.e., "Earliest Start Date") can begin no sooner than October 1, 2025, and generally may cover a period of up to 12 months.

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

Unallowable Activities/Costs

Applicants should carefully review the NEA's <u>General Terms and Conditions (GTCs)</u> which detail information about allowable and unallowable costs.

Intergovernmental Review

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

National Historic Preservation Act and National Environmental Policy Act Review

Recommended projects are subject to the <u>National Historic Preservation Act</u> (NHPA) and/or the <u>National Environmental Policy Act</u> (NEPA) compliance review. See more information about NHPA/NEPA review under <u>Post-Award Requirements and Administration</u>.

Subject Matter

Per the NEA's legislation, projects or programs that are determined to be obscene are without artistic merit and shall not be funded. 20 USC 952(j)-(l); 20 USC 954(d),(l).

Eligibility

ELIGIBLE

The following **are eligible** to apply:

- Nonprofit, tax-exempt 501(c)(3), U.S. organizations;
- Units of state or local government; or
- Federally recognized tribal communities or tribes.

To be eligible, the applicant organization also must:

- Meet the NEA's Legal Requirements including non-profit, tax-exempt status at the time of application.
- Be registered with the System for Award Management (<u>SAM</u>), have a Unique Entity Identifier (UEI), and maintain an active SAM registration until the application process is complete and, if selected, throughout the life of the award.
- Have submitted acceptable Final Report packages by the due date(s) for all NEA award(s) previously received.
- Have, at the time of application, at least a five-year history of arts programming in each of the following years: 2025, 2024, 2023, 2022, 2021. If arts programming was suspended due to the pandemic, you may include examples that occurred in 2018, 2019 or 2020 to meet the five-year requirement. Do not include examples prior to 2018. Do not include examples of programming that will occur after the application deadline of July 14, 2025.

NOT ELIGIBLE

The following are **not eligible** to apply:

- Individuals;
- Commercial and for-profit enterprises;
- Applications through a fiscal sponsor/agent; organizations must apply directly on their own behalf;
- State and jurisdictional arts agencies (SAAs), and Regional Arts Organizations (RAOs). SAAs and RAOs may serve as partners.

An organization may submit only one proposal under these funding guidelines. Applications from approved Independent Components are not allowed.

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

Late applications will not be accepted.

Award Amounts & Cost Share

Award Amount

Grants will be awarded at \$25,000 each.

Cost Share Funds

No cost share is required.

Submission Requirements & Deadlines

Pre-Application Required Registrations

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

Applicants must provide a valid unique entity identifier (UEI) in their application; and maintain an active registration in SAM.gov with current information at all times during which it has an active Federal award or an application or plan under consideration by a federal agency. All NEA awards are contingent on active SAM registration, the NEA will not be able to issue an award if you have an expired SAM.gov registration on September 1 of the fiscal year listing on this opportunity.

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

Review <u>Registration Guidance</u> for detailed information about the registration process, including links to each registration site and support resources.

Submission Methods

Application materials will be submitted electronically. See the application instructions section below.

Contact Information

NEA Contact: <u>apply@arts.gov</u>

Login.gov, SAM, and Grants.gov Help

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

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

Submission Dates and Times

| STAGE | DATE |
|-----------------------------------|------------------------------|
| Application Package Available | June 2025 |
| Grants.gov Submission Deadline | July 14, 2025 11:59 pm ET |
| Notifications | September 2025 |
| Earliest project start date | October 1, 2025 |

Application Contents & Format

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on July 14, 2025.** We strongly recommend that you submit your application early, to give yourself ample time to resolve any problems that you might encounter. Late applications will not be accepted.

Application Instructions

CLICK HERE TO GO TO THE GRANT OPPORTUNITY PACKAGE Funding Opportunity Number: 2025NEAGARDEN

After clicking the link above:

- The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button. To create the Workspace application, you must be logged into Grants.gov with a <u>participant role</u> of either Workspace Manager or Authorized Organization Representative (AOR).
 - a. If the Apply button is grey or you receive a "bad request" error, please see <u>further</u> <u>instructions on how to troubleshoot</u>.
- 2. Create a Workspace application:

- a. Fill in the Application Filing Name field with your organization name, then
- b. Click the Create Workspace button.
- 3. Go to the Manage Workspace page, where you can begin working on the application.
- 4. **Complete** the following forms:
 - a. Application for Federal Domestic Assistance/Short Organizational Form
 - b. The Attachments form

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

Review the Grants.gov video tutorial on how to complete forms in Workspace.

All asterisked (*) items and yellow fields on this form are required. Do not type in all capital letters. Enter information directly into the form, do not copy and paste.

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: Filled in automatically with the date when you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: Enter the applicant's legal name 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 organization's physical street address. This address must be identical to the physical address shown in your organization's SAM registration. 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, enter the **full 9-digit zip code** assigned by the U.S. Postal Service. The full zip code can be found on the <u>USPS website</u>.

c. Web Address: Provide your organization's website. This information will be used for administrative purposes only and will not be provided to panelists for 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-character number assigned by the Internal Revenue Service; do not use a Social Security Number or a 12-character EIN/TIN number.

f. Organizational UEI: All organizational applicants for federal funds must have a UEI. Enter your entity's UEI here. You can find your entity's UEI in your entity's System for Award Management (SAM) record. If you cannot locate your entity's UEI, <u>contact SAM for</u> <u>assistance</u>. The UEI must match the UEI associated with your entity's SAM (System for Award Management) record used in your Grants.gov registration. Otherwise, Grants.gov will not validate your application and it will be rejected.

g. Congressional District: Enter the number of the Congressional District where the applicant organization is physically located. It must match with the Congressional District that shown in the Business Information section of your organization's SAM record.

Use the following format: 2-character State Abbreviation-3-character District Number. For example, if your organization is 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." For help determining your district, go to <u>www.house.gov</u> and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter "National Garden of American Heroes" Other text entered here will not be used in application review.

b. Project Description: Enter "N/A." Other text entered here will not be used in application review.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of performance. NEA support of a project may start on or after October 1, 2025.

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 information for the individual who should be contacted regarding this application and the administration of an award. For the Telephone number, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.)

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information already provided. 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 repetition.

9. Authorized Representative: Provide information for the Authorized Organization Representative (AOR) 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/consultants, including grant writers, or administrative support staff cannot serve as an AOR. See the NEA's <u>General Terms and Conditions</u> for who can serve as an AOR for colleges and universities.

NOTE: By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance on your organization's behalf with statutes outlined in the <u>Assurance of</u> <u>Compliance</u> and all related NEA regulations, as well as all applicable executive orders, and that it will maintain records and submit the reports that are necessary to determine its compliance.

The "Signature of Authorized Representative" and "Date Signed" boxes will be completed by Grants.gov upon submission.

Step 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. Items with an asterisk (*) are required.

IMPORTANT TIPS:

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

TYPES OF ATTACHMENTS:

Documents

- Attachment 1 (Narrative), Attachment 2 (Bios), and Attachment 6 (Work Samples) 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.
- Do not enable any document security settings or password-protect any PDF file you submit to us.
- Label all pages clearly at the top with your organization's legal name and the name of the item (e.g., Narrative, Bios, etc.).

- Within each attachment, number pages sequentially; place numbers on the bottom righthand corner of each page.
- Leave a margin of at least one inch at the top, bottom, and sides of all pages.
- Pages should be singled-spaced, using a 12-point font size.
- Do not type in all capital letters.
- Do not include links to websites that require material to be downloaded (e.g., Dropbox) in any part of your application.

Forms

Attachment 3, 4, and 5 are NEA fillable forms you will find linked below. Forms can be downloaded, filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

Application Attachments

ATTACHMENT 1: NARRATIVE*

To this button attach a **narrative** (no more than five 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 program. 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 a summary of its history.
- b) A summary of your **arts programming history**. To be eligible, applicants must have, at the time of application, at least a five-year history of arts programming in each of the following years: 2025, 2024, 2023, 2022, 2021. If arts programming was suspended due to the pandemic, you may include examples that occurred in 2018, 2019, or 2020 to meet the five-year requirement. Do not include examples prior to 2018. *Provide one example of arts programming for each of the years identified above*. Label each dated example by year. Do not include examples of programming that will occur after the application deadline of July 14, 2025.
- c) Identify one or more of the individuals listed in <u>Executive Order 13934</u> who will be honored in your project. Provide information on each of the following, as relevant:
 - Describe **why** you chose the individual(s) and what contributions to American history your project will celebrate and honor.
 - Specific activities that will take place during the project period.
 - Artists, productions, exhibitions, publications, and/or works of art, etc. that will be part of the project. Where artists remain to be confirmed, provide a detailed description of the process and criteria used to select artists, individuals, and any

partners. Applicants who are recommended for funding will submit a list of confirmed artists/artworks for NEA approval before a grant is awarded.

- The content and themes of activities and works of art.
- For project components involving creation, also include information about the **process** to develop the new works.
- Related components, including engagement, outreach, or educational activities.
- d) Describe the **expertise and experience** that qualify your organization for this project, providing specific examples of related previous activities where possible.
- e) **Schedule** of key project planning and implementation dates.
- f) Provide figures for your **organization's total income and operating expenses** for the most recently completed fiscal year.

ATTACHMENT 2: BIOS*

To this button, attach **brief bios** (at least two per page) for the artists and 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: ACCESSIBILITY*

To this button, attach the completed <u>Accessibility Questions</u>. The file name should include the name of your organization, or a recognizable acronym followed by "Accessibility" (e.g., "ABCOrgAccessibility").

ATTACHMENT 4: PROJECT BUDGET*

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

Awards will be made for \$25,000 each. No cost share is required.

ATTACHMENT 5: NHPA/NEPA*

To this button, attach the completed <u>NHPA/NEPA Questionnaire</u>. The file name should include the name of your organization, or a recognizable acronym followed by "NHPANEPA" (e.g., "ABCOrgNHPANEPA").

ATTACHMENT 6: WORK SAMPLES*

To this button, attach **work samples** that provide evidence of your ability to undertake this project. This may include images, publications, website material, video samples, reports, or other items that can help in the review of your application. Provide of a description of each work sample and its relevance to the project.

Attach one PDF with no more than five 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., Google Drive or Dropbox). The file name should include the name of your organization, or a recognizable acronym followed by "WorkSamples" (e.g., "ABCOrgWorkSamples"). Applicants are responsible for ensuring URLs are correct and websites remain accessible until decision notifications are received.

Leave all remaining Attachment buttons blank.

Step 3. Submit Your Electronic Application

- 1. Check the size of your electronic application. The total size should not exceed 10 MB.
- 2. To begin the submission process, log on to Grants.gov and navigate to the **Forms** tab on the **Manage Workspace** page:
 - When the **Form Status** column says "Passed," your application will be ready for submission.
 - Important note: The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the Forms Tab help article.
 - Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
 - The AOR must click <u>Sign and Submit</u> to submit the application. Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.
 - After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen.
- 3. Verify that the application was *validated* by the Grants.gov system. Take a screenshot of the validation confirmation for your records.

You can track the progress of your application submission through Grants.gov in one of three ways:

- Check the <u>progress bar</u> 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 <u>Track My Application</u> and enter your Grants.gov Tracking Numbers. Then click the Track button to see the status listings of the valid tracking numbers entered. This function will only work if you have a tracking number.

More information about <u>checking Grants.gov application status</u> and a complete list of statuses.

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

Application Review

Review Criteria

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

Artistic Excellence

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

- Degree to which the proposal demonstrates a comprehensive understanding of this funding opportunity, namely the project's potential to honor and celebrate the contributions to American history of one or more of the individuals to be featured in the National Garden of Heroes.
- Quality of the works of art to be featured in the project.
- Qualifications of the artists and any artistic partners involved in the project.
- Quality of similar or related activities administered by the applicant organization.

Artistic Merit

The artistic merit of the project includes:

- Degree to which the project correlates to the applicant's mission, experience, and programming.
- Ability to conduct the project on time and within budget including the clarity of the project design, and the qualifications of the project personnel.
- The reasonableness of the budget.

Review & Selection Process

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the NEA Chair. The Chair makes the final decision on all awards.

Applicants whose projects are recommended for funding must submit additional information, which may include:

- A project activity update, with a revised project budget.
 - The update will include a list of confirmed artists and art works. Unconfirmed artists or works at the time of offer acceptance may delay our ability to make an award, or result in revocation of a funding offer.
 - Changes to artists, works, or activities at the time of funding offer must be approved by NEA staff before an award is made. We reserve the right to revoke a funding offer if the substitutions do not align with the original proposal.

Risk Review

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

Award Notices

We expect to announce award decisions in September 2025.

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

The official award notification (i.e., a notice of action authorized by the NEA Office of Grants Management) is the only legal and valid confirmation of award. Receipt of your official award notification can take several months depending on several factors such as reviewing changes to the project budget, the number of awards to be processed, whether the agency has its appropriation from Congress, etc.

Final Reports for Previous Awards

Before an award is issued, recipients must have submitted acceptable Final Report packages by the due date(s) for all previous NEA award(s).

Post-Award Requirements and Administration

Authorizing Statutes

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

General Terms and Conditions

NEA awards are subject to the <u>General Terms and Conditions for Grants and Cooperative</u> <u>Agreements to Organizations.</u> Subgranting is not permitted as part of this award. Recipients must review, understand, and comply with these requirements.

Crediting Requirement

Recipients must clearly acknowledge NEA support of the project in their programs and related promotional material, including publications and websites. Additional acknowledgment and/or branding requirements, such as America250, may be provided later. The NEA does not fund general operating support, so you must ensure that the NEA is only credited with funding the specific project, and not your entire organization or its operations.

Project Reporting and Evaluation

Before applying, please review the <u>reporting requirements</u>. All recipients are required at minimum to submit a Final Descriptive Report (FDR), a Federal Financial Report (FFR), and a Geographic Location of Project Activity Report (GEO) within 120 days of the end of their period of performance.

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

National Historic Preservation Act and/or the National Environmental Policy Act Review

All awards are subject to review and compliance with the <u>National Historic Preservation Act</u> (NHPA) and the <u>National Environmental Policy Act</u> (NEPA). The NEA will conduct a review of your project to ensure that it is in compliance with NHPA/NEPA and other Federal environmental laws. The NEA cannot release award funds until the NHPA/NEPA review is complete.

Include thorough and complete information for all project activities and locations, to help expedite the review. If project activities and locations are not yet finalized, you must provide the timeline for determining project activities and locations as these details are required to complete the NHPA/NEPA review. For projects requiring ground disturbance or impacting buildings over 50 years old, you may be instructed to continue the NHPA review with the appropriate State Historic Preservation Office (SHPO).

Some of the project types that may require additional information or SHPO review include:

- Projects involving a building over 50 years old. This also includes structures such as bridges; or objects such as sculptures; or a landscape that is historically significant.
- The commissioning and installation of temporary or permanent outdoor artworks or structures, such as: sculptures, statues, murals, or permanent signs.
- Outdoor arts/music festivals or activities requiring ground disturbance.
- Maintenance or rehabilitation of landscapes and gardens.
- Design services and planning for projects that may affect historic properties.

Freedom of Information Act (FOIA)

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

Legal Requirements and Assurance of Compliance

The <u>Legal Requirements</u> section on our website provides information about key legal requirements that may apply to an applicant or recipient. It is not an exhaustive list; more details may be found in Appendix A of the <u>General Terms & Conditions</u>.

By signing and submitting the application form on Grants.gov, the Applicant certifies that it is in compliance with the statutes outlined in the <u>Assurance of Compliance</u> and all related National Endowment for the Arts regulations as well as all applicable executive orders, and that it will maintain records and submit the reports that are necessary to determine its compliance.

It is your responsibility to ensure that you are compliant with all legal, regulatory, and policy requirements applicable to your award. Review the <u>Assurance of Compliance FAQ</u>.

Civil Rights

Projects may reach a particular group or demographic (such as sex, disability, economic status, race, color, or national origin, including limited English proficiency); however, projects may not be exclusionary under Federal civil rights laws and policies prohibiting discrimination. This nondiscrimination requirement extends to hiring practices, artist selection processes, and audience engagement. Your application should make it clear that project activities are not exclusionary. Please review the <u>Assurance of Compliance</u> which outlines the relevant federal statutes, NEA regulations, and executive orders.

The NEA's Office of Civil Rights investigates complaints about compliance with accessibility standards as well as other federal civil rights statutes. For further information and copies of the nondiscrimination regulations identified above, contact the Office of Civil Rights at 202-682-5454 or <u>civilrights@arts.gov</u>. For inquiries about limited English proficiency, go to <u>http://www.lep.gov</u>, or contact the Office of Civil Rights at 202-682-5454 or <u>civilrights@arts.gov</u>.

Paperwork Reduction Act Statement

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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