FY 2017 Arts Engagement in American Communities (AEAC)

Grant Program Description

Arts Engagement in American Communities (AEAC) supports arts projects in all artistic disciplines, extending the National Endowment for the Arts' reach to communities across the United States. These grants will engage the public in diverse and excellent art in geographic areas underrepresented in our grantmaking portfolio. Grants are available for professional arts programming, including the presentation of artists or artworks, marketing and promotional activities, educational programs, and organizational planning.

All AEAC grants are for $10,000, and require a minimum $10,000 match (cost share) with non-federal support.

National Environmental Policy Act and the National Historic Preservation Act

If you are recommended for a grant, your project may be subject to the National Environmental Policy Act (NEPA) and/or the National Historic Preservation Act (NHPA) and the National Endowment for the Arts will conduct a review of your project to ensure that it is in compliance NEPA/NHPA.

Some of the common project types that garner a review are:

- A project involving or occurring near a district, site, building, landscape, structure or object that is 50 years old and therefore eligible for inclusion in the National Register of Historic Places.
- The commissioning and installation of temporary or permanent outdoor furnishings such as benches or market structures or art such as a sculpture or mural.
- An arts festival in a park.
- Design planning and services for projects that may involve a historic site, structure, or district.

This review and approval process may take up to several months to complete and may delay your project's start date and our ability to make a grant award/our ability to release grant funds.

To learn more about what questions you will need to answer for the review of a project impacted by the National Environmental Policy Act and/or the National Historic Preservation Act, see **here.**

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.

Before downloading the Grants.gov application forms, save these instructions to a location on your computer or network where you can access them easily. You will need to refer to them often as you fill out the Grants.gov forms as well as complete the five attachments described below. There are web links within these instructions that you will also need to use to complete your application.

You will have no more than a few weeks to prepare your application. AEAC staff will be available throughout the application process to guide you and answer questions.

Register or Renew/Verify Registration with the System for Award Management and Grants.gov

It is your organization's responsibility to create and maintain a regularly updated registration with the System for Award Management (SAM) and Grants.gov. These are two separate systems.

Your organization's information must be renewed annually in SAM.gov. **Finalize a new or renew an existing SAM registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with SAM. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered with Grants.gov, go to Grants.gov's Organization Registration. If your organization already has registered with Grants.gov, renew your registration with SAM and verify that your registration with Grants.gov is current.

Help 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.

You do not need to complete the Grants.gov registration process to download the application 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, and you won't be able to submit unless your SAM registration is current (also known as active).
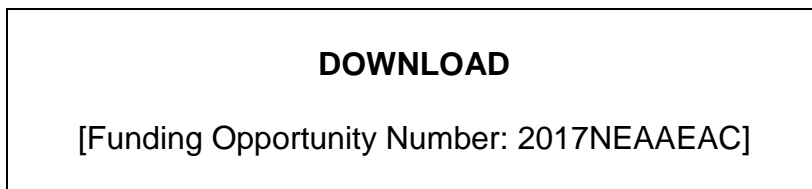
How to Download the Application Package

We strongly recommend that you submit your completed application through Grants.gov at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. You may have a better experience if you submit outside of Grants.gov's hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.

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 verify the compatibility of your Adobe software and/or to download and install Adobe Reader.

2. **Access the application package on Grants.gov by <u>clicking on the link below</u>**:

    DOWNLOAD

    [Funding Opportunity Number: 2017NEAAEAC]

    Download the application package and follow these instructions to complete the application forms. **Grants.gov instructions will merely refer you 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 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. On the first page of the Grants.gov application package, you will see a field for "Application Filing Name." Enter the legal name of your organization here.

5. In the "**Mandatory Documents**" box, you will see two forms. 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 Grants.gov Mandatory Forms are:**
>
> - **Application for Federal Domestic Assistance/Short Organizational Form (SF-424**): This form asks for basic information about your organization and project.
>
> - **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach five additional required items (e.g., your Organizational Background Statement, Details of the Project Narrative, Biographies of Key Project Personnel, Project Budget Form, and the Accessibility Questions) that must be included for your Grants.gov application package to be considered complete.

Instructions for 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.

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.

c. In the Zip/Postal Code box, enter your **full 9-digit zip code**. (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 or 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 letter State Postal Abbreviation-3 digit District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If you need help determining your current district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter a short title for your project. If you don't have one, leave blank.

b. Project Description: Provide a two- or three-sentence summary that briefly describes the specific activities that will be included in the project budget.

Please note:

This field on the form has a character limit of 1,000. Even if you have fewer than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form. We strongly encourage you to write a succinct description and double-check the number of characters.

c. Proposed Project Start Date/End Date: Enter the start date as agreed with an AEAC staff member. The start date should be the first day of a month, and the end date should be the last day of a month. This is the period of performance for your proposed project, which should not exceed one year. **Project activities must occur, and the costs you**

include in your Project Budget must be incurred, within your period of performance.

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.

8. Primary Contact/Grant Administrator**:**

Provide the requested information for the individual who should be contacted on all matters involving this application. Select a Prefix.

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.

<u>How to Use the Attachments Form</u>

The "Attachments Form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved as portable document format (PDF) files elsewhere on your computer.

Several important points:

    1. Attachments 4 and 5, the Project Budget and Accessibility Questions, are National Endowment for the Arts fillable forms; you will find a links below. These forms 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 non-form documents (e.g., Details of the Project, Bios, etc.) that you will compose in accordance with the instructions provided. **These items must be submitted as PDF 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. 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**. 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 all pages clearly at the top with your organization's legal name and the name of the item (e.g., Organizational Background, Bios, etc.). **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.

4. **Name your files as indicated below and attach them in the proper order**. Limit file names to 50 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 it is not possible to change the name of a file once it is placed 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.

Required Attachments (5)

ATTACHMENT 1: **ORGANIZATIONAL BACKGROUND STATEMENT**

To this button, attach a **one-page Organizational Background statement**. The file name should indicate the name of your organization or a recognizable acronym followed by "OrgBackground.pdf" (e.g., "ABCOrgBackground.pdf"). Provide:

• Date organization was incorporated, if applicable.
• Briefly summarize the mission and purpose of your organization. For non-arts organizations (e.g., universities, human services), summarize your mission as it pertains to your cultural programs or services.

ATTACHMENT 2: **DETAILS OF THE PROJECT NARRATIVE**

To this button, attach your **Details of the Project** narrative. The file name should indicate the name of your organization or a recognizable acronym followed by "DetailsofProject.pdf."

Your narrative can be a **maximum of two pages**. Organize your response a), b), c), etc., and use the boldfaced language below as headings for each item. For example, "a) **Major project activities**: The ABC Arts Center plans to ..."

Your descriptions should be consistent with the activities included on the Project Budget form.

a) **Major project activities**. Be as specific as possible about the activities that will take place **during the period of performance** (the interval between the Start and End dates listed at the bottom of the first page of the Application Short Form #6-c). Include information on the location(s) of the proposed activity and any special resources that will be used.

   Describe how the project will engage the community in the arts. For example:
   • Presenting Art/Artists - Scheduling a live performance, exhibition, or festival, and/or
   • Marketing/Promotion - Describing ways in which you will reach out to a wider or specific audience, and/or
   • Education - Preparing educational materials, scheduling speakers, or programming direct instruction and/or
   • Planning - Conducting a survey of community or organizational needs and evaluating programming, and/or
   • Artist Residencies – Hosting an artist in residence in local community sites and/or organizations.

b) **Schedule** of key project dates. This should include any planning, preparations, or rehearsals (within the period of performance, up to 12 months) leading up to performances, events, or classes.

c) **Key partnering organizations and individuals** that will be involved in the project and their function in the project. (Bios of key project personnel are requested as a separate item.) Indicate whether the organizations, artists, and other individuals cited are committed to or merely proposed for the project. Describe the process and criteria for the selection of organizations and artists. Where key organizations or individuals remain to be selected, describe the procedures that you plan to follow and the qualifications that you seek. Where relevant, describe their involvement in the development of the project to date.

d) The **target population** (i.e., the intended audience and/or other beneficiaries to whom the project is directed). Indicate the number of people the project is expected to reach and any available participant demographics. Have you worked with this target population before? Has the target population been involved in the planning for and implementation of the project? Describe any underserved groups or areas that will benefit.

e) **Plans for promoting, publicizing, and/or disseminating** the proposed project, as relevant, within the community, membership, or target audience and the means to be employed: newsletter, website, email, broadcast media, etc.

ATTACHMENT 3: BIOGRAPHIES OF KEY PROJECT PERSONNEL

To this button, attach no more than two pages total of brief bios 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").

Include no more than five to six sentences on each of the key project personnel [e.g., the proposed primary artist(s), project director, administrators, and other key personnel as appropriate]. Describe their experience as it relates to the project. Do not substitute resumes for the required biographies.

ATTACHMENT 4: PROJECT BUDGET FORM, PAGES 1 through 3

CLICK TO DOWNLOAD: [FORM**] [**INSTRUCTIONS**]**

To this button, attach the **Project Budget form, Pages 1 through 3**. The file name should indicate the name of your organization or a recognizable acronym followed by "ProjectBudget.pdf." Note that there is a separate link with specific instructions for this form, above.

ATTACHMENT 5: ACCESSIBILITY QUESTIONS FORM, PAGES 1 and 2

CLICK TO DOWNLOAD: [FORM**]**

To this button, attach the **Accessibility Questions Form, Pages 1 and 2**. The file name should indicate the name of your organization or a recognizable acronym followed by "AccessibilityQuestions.pdf." Note that there is a separate link with specific instructions for this form, above.

How to Submit Your Electronic Application

1. When you have completed all of the Grants.gov forms noted above and attached the five additional documents as PDFs, check the size of your electronic application. The total size should not exceed 10 MB. It is strongly recommended that you print out a copy of your application for your files.

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**.

4. If you have difficulty submitting, go to **Adobe Reader Error Messages** or **Applicant Resources** on Grants.gov for several tools and documents to help you.

5. 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.