



## **BEFORE APPLYING** (At least two weeks before 7/24/14)

- Register/Renew with the [System for Awards Management](#)
- Register/Renew with [Grants.gov](#)

## **STEP 1: GRANTS.GOV** (At least ten days before 7/24/14)

- Submit the **SF-424** (Application for Federal Domestic Assistance) through Grants.gov

## **STEP 2: NEA GRANTS ONLINE™ (NEA-GO)**

- Log in to Grants.gov and go to "Check My Application Status" to get your Grants.gov tracking number and agency tracking number to use as your username and password for [NEA-GO](#). NEA-GO will be open August 7-21, 2014.
- Complete & submit the **Grant Application Form (GAF)** by **11:59 pm ET on August 21, 2014**. (An example PDF application is [here](#).)
  - Part 1: Organizational Information
  - Part 2: Project Information
  - Part 3: Project Budget
  - Part 4: Project Participants
  - Part 5: Upload Docs, Work Samples - Required PDF Documents & Work Samples (Excess pages and items not listed in the guidelines will be deleted.)

### REQUIRED PDF ATTACHMENTS

- Programmatic Activities List (Up to 3 pages total)
  - 2011-2012 (or 2011)     2012-2013 (or 2012)     2013-2014 (or 2013)
- Statements of Support (At least 1, up to 3 letters, no more than 1 page each)
- Special Items (**See your discipline's guidelines.**)
  - If necessary, documentation confirming the project is in compliance with the [National Environmental Policy Act](#) and/or the [National Historic Preservation Act](#).

### WORK SAMPLES (See your discipline's guidelines.)

- Video
- Audio
- Digital Images
- Documents
- Websites

## **RESOURCES**

- Watch your [discipline's webinar](#)
- Contact your [discipline staff](#) with any questions