

ART WORKS APPLICATION CHECKLIST

BEFORE APPLYING (At least two weeks before 2/19/15 or 7/23/15)

- Register/Renew with the System for Awards Management
- Register/Renew with Grants.gov

STEP 1: GRANTS.GOV (At least ten days before 2/19/15 or 7/23/15)

- 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 March 5-12, 2015, or August 6-13, 2015.
- Complete & submit the **Grant Application Form (GAF) by 11:59 pm ET on March 12, 2015 or August 13, 2015**. (An example PDF application is [here](#).)
 - Part 1: Organizational Information
 - Part 2a: Project Information
 - Part 2b: Project Objectives
 - Part 2c: Project Locations
 - Part 3: Project Budget
 - Part 4a: Project Participants -- Individuals
 - Part 4b: Project Participants -- Organizations
 - 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)
 - 2012-2013 (or 2012)
 - 2013-2014 (or 2013)
 - 2014-2015 (or 2014)
- 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 the webinar
- Contact your discipline staff with any questions

FULL GUIDELINES CAN BE FOUND AT: <http://arts.gov/grants-organizations/art-works/>