

ART WORKS: Creativity Connects APPLICATION CHECKLIST

BEFORE APPLYING (By at least 2/10/16)

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

STEP 1: GRANTS.GOV (By at least 2/24/16 for the March 3 deadline)

- 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 17-24, 2016.
- Complete & submit the **Grant Application Form (GAF) by 11:59 pm ET on March 24, 2016.**
- Part 1: Organizational Information
- Part 2: Project Information
- Part 3: Project Budget
- Part 4: Items to Upload – Required Works Samples and PDF attachments (Excess pages and items not listed in the guidelines will be deleted.)

REQUIRED WORK SAMPLES (At least one of the following)

- Video
- Audio
- Digital Images
- Documents
- Websites

REQUIRED PDF ATTACHMENTS

- Statement of Support
- Part 5: Organization & Project Profile

RESOURCES

- Watch the Art Works webinar
- Watch the Grant Application Form tutorial
- Contact the staff at creativityconnectsgrants@arts.gov with any questions

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