

# CHALLENGE AMERICA APPLICATION CHECKLIST

## **BEFORE APPLYING** (At least two weeks before 4/16/15)

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

## **STEP 1: GRANTS.GOV** (At least ten days before 4/16/15)

- 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 April 30-May 7, 2015.
- Complete & submit the **Grant Application Form (GAF) by 11:59 pm ET on May 7, 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 4c: Project Participants -- Works of Art
  - 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 Item
  - If necessary, documentation confirming the project is in compliance with the National Environmental Policy Act and/or the National Historic Preservation Act.

### **WORK SAMPLES**

- Video
- Audio
- Digital Images
- Documents
- Websites

## **RESOURCES**

- Watch the webinar
- Contact Challenge America staff with any questions

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