ART WORKS
APPLICATION CHECKLIST

BEFORE APPLYING (By at least January 25 for the February 16 application deadline or June 21 for the July 13 application deadline)

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

Why do I need to register/renew so far in advance of the application deadline? See [here](#).

STEP 1: GRANTS.GOV (By at least February 7 for the February 16 application deadline or July 4 for the July 13 application deadline)

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

Why do I need to submit the SF-424 in advance of the application deadline? See [here](#).

STEP 2: NEA GRANTS ONLINE™ (NEA-GO) OR NEA APPLICANT PORTAL

☐ 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 or the NEA applicant portal. NEA-GO will be open February 23-March 2, 2017; the NEA applicant portal will be open July 20-27, 2017.
☐ Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on March 2, 2017 or July 27, 2017.
    ☐ Part 1: Organizational Information
    ☐ Part 2: Project Information
    ☐ Part 3: Project Budget

☐ Part 4: Items to Upload – Required Works Samples and PDF attachments (For Certain Disciplines Only) Excess pages and items not listed in the guidelines will be deleted.
☐ Required WORK SAMPLES (See your discipline's guidelines)
☐ Required PDF ATTACHMENTS (See your discipline's guidelines)
☐ Part 5: Organization & Project Profile

RESOURCES
☐ Watch the Art Works webinar
☐ Watch the Grant Application Form tutorial
☐ Contact your discipline staff with any questions

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