

CHALLENGE AMERICA APPLICATION CHECKLIST

BEFORE APPLYING (By at least March 22)

- 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 April 4 for the April 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)

- 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 27-May 4, 2017.
- Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on May 4, 2017.
 - Part 1: Organizational Information
 - Part 2: Project Information
 - Part 3: Project Budget
 - Part 4: Items to Upload -- Required Work Samples (Excess pages and items not listed in the guidelines will be deleted.)

WORK SAMPLES

- Video
- Audio

- Digital Images
- Documents
- Websites

- Part 5: Organization & Project Profile

RESOURCES

- Watch the Challenge America webinar
- Watch the Grant Application Form tutorial
- Contact Challenge America staff with any questions

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