

## **ART WORKS: Creativity Connects APPLICATION CHECKLIST**

### **BEFORE APPLYING** (By at least April 12)

- 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 25 for the May 4 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 May 11-18, 2017.
- Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on May 18, 2017.
  - 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 webinar
- Watch the Grant Application Form tutorial
- Contact the staff at [creativityconnectsgrants@arts.gov](mailto:creativityconnectsgrants@arts.gov) with any questions

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