

## CHALLENGE AMERICA APPLICATION CHECKLIST

### BEFORE APPLYING (By at least March 21)

- 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](#).*

### PART 1: GRANTS.GOV (By at least April 3 for the April 12 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](#).*

### PART 2: 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 the applicant portal. The applicant portal will be open April 17-24, 2018.
- Complete & submit the Grant Application Form (GAF) by 11:59 pm ET on April 24, 2018.

- Tab 1: View Application Data
- Tab 2: Organizational Information
- Tab 3: Arts Programmatic History
- Tab 4: Project Information
- Tab 5: Project Budget
- Tab 6: 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

- Tab 7: 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: <https://www.arts.gov/grants-organizations/challenge-america/grant-program-description>