National Endowment for the Arts

Notice of Funding Opportunity: FY26 Grants for Arts Projects (GAP)

Application Instructions: Arts Education

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Click a heading below to navigate directly to that section.

Access for individuals with disabilities:

Contact the Office of Civil Rights at civilrights@arts.gov to request an accommodation or an alternate format of the guidelines at least 2 weeks prior to the application deadline.

Tips:

- Be sure that you have selected the discipline that corresponds to your project (e.g., Arts Education, Dance, Music, Visual Arts, etc.) as application instructions and requirements vary between disciplines.

- You may use the table of contents to navigate directly to specific sections of the document. Alternatively, in Adobe, you can use the bookmarks feature to jump between sections.

Grants for Arts Projects: Arts Education

Introduction

Components of this Notice of Funding Opportunity (NOFO)

APPLICATION INSTRUCTIONS (this document)

Includes:

- A program description for the Arts Education discipline, including the types of accepted projects, and characteristics of competitive proposals.

- Detailed instructions on how to submit both parts of the application. Use the links below to jump straight to those instructions:

  - Part 1: Submit the Application for Federal Domestic Assistance/Short Organizational Form to Grants.gov. This form collects basic information about your organization. You must successfully complete Part 1 to have access to Part 2.

  - Part 2: Submit the Grant Application Form (GAF) through the NEA's Applicant Portal (AP). The GAF collects the remainder of your application, including:

    - Answers to narrative questions about your organization and project,

    - Budget information about your organization and project,

    - Information about key individuals and partners, and

    - Work samples.

  - **NOTE**: Grants.gov and the Applicant Portal are *separate* websites, with different submission deadlines associated with each part of the application. Check the submission dates found in the Application Calendar and set a calendar reminder for yourself to avoid missing a deadline.

GAP GRANT PROGRAM DETAILS DOCUMENT

Navigate to the "Grant Program Details" section on the GAP webpage for a document that covers essential information about GAP, including a grant program description, unallowable activities and costs, eligibility, review criteria, award amount and cost sharing, and post-award requirements and administration, among others. **We reference the *GAP Grant Program Details* throughout this document, so we recommend having both available while preparing your application.**

Arts Education Program Description

The NEA envisions a nation where every student is engaged and empowered through an excellent arts education, which is vital to developing America's next generation of creative and innovative thinkers.

We support projects for pre-K-12 students (**Direct Learning**), the educators and teaching artists who support them (**Professional Development**), and the schools and communities that serve them (**Collective Impact**). Projects submitted to Arts Education may include activities in any artistic discipline. Learning may take place in school, after school, and out of school in rural, urban, suburban, and tribal communities. Funding is focused on closing the opportunity gap for students for whom a high-quality arts education is so often out of reach.

Projects for short-term arts exposure, arts appreciation, or intergenerational activity should not be submitted under Arts Education; rather, they should be submitted to one of the other artistic disciplines. If you have questions about whether you should apply under Arts Education or another discipline, review "Choosing the Right Discipline for Educational Projects" (*GAP Grant Program Details*, pg. 10).

Applicants may request cost share/matching grants ranging from $10,000 to $100,000. Before applying, review the reporting requirements for Arts Education.

Characteristics of Competitive Proposals

Competitive Arts Education proposals will address elements as stated in the application review criteria (*GAP Grant Program Details*, pg. 24). Additionally, as appropriate to the project:

- Expand access to quality arts education for all young people
- Demonstrate national, regional, or field-wide significance; this includes local projects that work within a larger system or community effort to benefit students in that system, or are likely to demonstrate exemplary models for the arts education field
- Include community partnerships, including cross-sector collaborations with non-arts organizations
- Engage participants over an extended period to deepen their arts learning; short term projects will not be competitive and might be better suited in another artistic discipline
- Incorporate robust measures to assess student and/or evaluate teacher learning in the arts, and align with state or national core arts standards
- Engage artists, educators, and/or students with disabilities
- For ongoing programs, describe how the project is evolving or expanding existing arts education services
- Increase student participation in arts education using innovative strategies, scaled up proven methodologies, or where applicable, exploration of emergent technology
- Use data to inform programmatic decisions

Project Types

Project types in Arts Education fall into three categories: Direct Learning, Professional Development, and Collective Impact. **We strongly encourage applications for arts projects that incorporate one or more agency funding priorities.**

Direct Learning Grants

Projects support arts instruction for students, generally pre-K through 12th grade, that result in increased knowledge and skills in the arts. Activities may be offered during or outside the regular school day schedule by school districts, arts organizations, or non-arts organizations or agencies in partnership with artists and/or arts groups. Projects may take place in locations such as schools (including charter schools), arts organizations, community centers, faith-based organizations, makerspaces, public housing, tribal community centers, and/or juvenile justice facilities.

Direct Learning projects should address each of the following elements:

- **Experience:** Participants experience exemplary works of art—in live form where possible—to increase knowledge and skills in the art form;
- **Create:** Informed by their experience in an art form, participants will create or perform art; and
- **Assess:** Student learning is measured and assessed in alignment with specific national core arts standards or state arts education standards. Describe how you plan to measure increased knowledge and skills in the arts. Where appropriate, describe how you use the arts to address other student outcomes, such as creative youth development, college and career readiness, student emotional health and well-being, or other outcomes that affect change in school or community culture.

Professional Development Grants

Projects equip classroom teachers, arts specialists, teaching artists, school/district administrators, arts administrators, and community leaders with the knowledge, skills, and confidence to effectively engage students in high quality, curriculum-based arts learning. Professional development projects improve instructional practice, foster pathways into the arts education field, and/or support educator recruitment and retention strategies. Professional Development projects should include each of the following elements:

- **Experience:** Participants have an experience in or through the arts;
- **Study:** Participants are engaged in a sustained, in-depth course of study; and
- **Evaluate:** Participant learning is evaluated and the impact of the professional development on practice is measured.

DIRECT LEARNING AND PROFESSIONAL DEVELOPMENT APPLICANTS: CLICK HERE TO JUMP TO STAFF CONTACTS

Collective Impact Grants

Projects transform schools and communities by providing access and engagement in the arts for all students through collective, systemic approaches. Projects aim to ensure that all students across entire neighborhoods, schools, school districts, and/or states—in communities of all sizes—participate in the arts over time. **View the NEA's Logic Model for Collective Impact**: JPG | PDF to help inform your selection of this project type.

Collective Impact grants are higher award amounts for longer-term, large-scale projects that create lasting systems change tailored to community needs, fundamentally altering the ways in which the components and structures of a system behave and interact.

All aspects of a project—data, cross-sector partnerships, planning, shared measurement, and programming—are eligible for support. These projects should embrace the following principles, which may be ongoing and occur at any point during the project:

- **Data**: Arts education data initiatives are critical to ensuring that all students have opportunities to participate in the arts. Data initiatives provide transparency about young people's participation in arts education, illustrate the inequities of arts offerings in schools and communities, and inform decision-making.

- **Partnership**: Priority will be given to projects that include a managing partner or group of partners that acts as the coordinating entity, and involve at least three cross-sector organizations, one of which is an arts/cultural organization. Partners may include arts councils, units of state or local government, school systems, funders, businesses, community service organizations, economic development organizations, trade associations, parent/student networks, social service organizations, or institutions of higher education. Partners should authentically represent the populations served and their communities.

- **Planning**: A logic model and strategic plan present a common vision, goals, coordinated strategies, and benchmarks to evaluate goals for system-wide arts education implementation. This should include a description of each partner's role in achieving the common vision, as well as plans for communication among the partners and sustainability. The planning process should incorporate the voices of the populations served and their communities.

- **Shared Measurement**: A shared measurement system is an evaluation system that provides agreement on how success will be measured and reported and assesses the progress of each project partner's work towards common outcomes—increasing student participation in arts education and, as appropriate, societal well-being for students.

- **Programming**: Activities support the implementation of the strategic plan. Programming may include convening partners and stakeholders, services to students, professional development, and evaluation.

Specify in the application which phase(s) of the project are included in the request for NEA funding. If the collective impact project is part of a larger, ongoing, system-wide effort to benefit students and communities, indicate that in your application.

Collective Impact Project Phases

Identify the project as either **Emerging** or **Sustaining:**

- **Emerging** projects are in the initial phase of work to establish an arts education plan. Activities may include:
  - cultivation of cross-sector partners
  - convenings
  - creation of an arts education data initiative
  - collective impact consultation, and/or creation of a logic model and an arts education strategic plan, or
  - any other activities that support the development of a plan.
- **Sustaining** projects have an arts education plan in place and may continue work from the emerging phase, be in the programming or evaluation stage, or scale up proven efforts to increase arts education access. These projects must demonstrate progress achieved thus far, and how they are disseminating project information to the fields of arts education, public education, and other sectors. Activities may include:
  - Adopting or aligning school district or community policies to support arts education goals
  - Providing artist-based residencies based on priority needs of the plan
  - Providing professional development for educators based on priority needs of the plan
  - Trainings to use data for decision making;
  - Data reporting to measure progress towards arts education goals
  - Evaluation of the quality of arts instruction
  - External evaluation of collective impact progress and systems change, or
  - Any other activities that support the implementation of the strategic plan.

Our website includes [Collective Impact Resources](#) that may be useful for applicants.

Staff Contacts

For questions, including help choosing the right discipline or project type, [contact NEA staff](#).

Legal Requirements and Compliance Reminders

The [Legal Requirements](#) section on our website provides information about key legal requirements that may apply to an applicant or recipient. It is not an exhaustive list, more details may be found in Appendix A of the [General Terms & Conditions](#). **It is ultimately your**

responsibility to ensure that you are compliant with all legal, regulatory, and policy requirements applicable to your award.

Please note the following:

- **Civil Rights Laws and Policies**: As a reminder, in the federal-funding context, a focus on a particular group or demographic may be permissible, but exclusion is not. This extends to hiring practices, artist selection processes, and audience engagement. Your application should make it clear that project activities are not exclusionary. Please review the [Assurance of Compliance](#).

- **Accessibility:** Federal regulations require that all NEA-funded projects be accessible to people with disabilities. Individuals with disabilities may be artists, performers, audiences, visitors, teaching artists, students, staff, and volunteers. Funded activities should be held in a physically accessible venue, and program access and effective communication should be provided for participants and audience members with disabilities. If your project is recommended for funding, you will be asked to provide [detailed information](#) describing how you will make your project physically and programmatically accessible to people with disabilities.

- **National Historic Preservation Act and/or the National Environmental Policy Act Review:** Recommended projects may be subject to the [National Historic Preservation Act](#) (NHPA) and/or the [National Environmental Policy Act](#) (NEPA) compliance review. See more information about NHPA/NEPA review in Post-Award Requirements & Administration (*GAP Grant Program Details,* pg. 29).

- By signing and submitting the Part 1 application form on Grants.gov, the Applicant certifies that it is in compliance with the statutes outlined in the [Assurance of Compliance](#) and all related NEA regulation as well as all applicable executive orders, and that it will maintain records and submit the reports that are necessary to determine its compliance.

Apply

Pre-application registration: Before beginning your application, confirm your required registrations with Login.gov, SAM, and Grants.gov. More information on Registration can be found in the Registration document, which can be found under the "How to Apply" section of the GAP webpage. **All three required registrations must be active to submit Part 1 of the application through Grants.gov.**

Application Calendar

GAP applications will be accepted at two cycles. All project types (described above) are accepted at both cycles. Apply at the deadline that most closely fits the schedule of activities or timeline of your proposed project. Generally, an organization is limited to one application per year in the GAP category.

All deadline times are Eastern. Be sure to double check the deadline time **based on your time zone.**

	MARCH CYCLE (GAP 1)	JULY CYCLE (GAP 2)
Part 1 Grants.gov *Submission Deadline*	March 11, 2025 11:59 pm ET	July 17, 2025 11:59 pm ET
Part 2 NEA Applicant Portal *Opens to applicants*	March 14, 2025 9:00 am ET	July 22, 2025 9:00 am ET
Part 2 NEA Applicant Portal *Submission Deadline*	April 7 2025 11:59 pm ET	July 29, 2025 11:59 pm ET

Applicant Portal access will only be available during the dates listed above for Part 2. You will not be able to access the portal until the first day in the window.

Project Updates

If new information that significantly affects your application (including changes in artists or confirmed funding commitments) becomes available after the Applicant Portal closes, send that information to the specialist for the field/discipline of your project. Include your organization's name and application number when you contact the NEA.

Application Part 1: Submit the *Application for Federal Domestic Assistance/ Short Organizational Form* (SF-424) to Grants.gov

You will use [Grants.gov Workspace](#) to complete Part 1 in Grants.gov.

Step 1: Access the Application Package and Create a Workspace

Review the Grants.gov video tutorial on [how to create a Workspace](#).

1. **Access the Part 1 application package** on the [GAP webpage](#) by clicking on the application package link found under "How to Apply." This will take you *directly* to the pre-populated application package for this opportunity in Grants.gov.

   o NOTE: The packages for the March and July deadlines are different and are typically posted at least one month prior to each deadline. Do not use the March deadline package to apply at the July deadline.

2. **The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button.** To create the Workspace application, you must be logged into Grants.gov with a [participant role](#) of either Workspace Manager or Authorized Organization Representative (AOR).

   o **If the Apply button is grey or you receive a "bad request" error**, see [instructions on how to troubleshoot](#).

3. **Create a Workspace application**:
   o Fill in the Application Filing Name field with your organization name, then
   o Click the **Create Workspace** button.

4. **Go to the Manage Workspace page**, where you can begin working on the application.

GRANTS.GOV HELP: Grants.gov is a government-wide portal, and NEA staff does not have control of, or administrative access to, the site. If you run into technical issues with Grants.gov, please contact them directly at 1-800-518-4726, via email support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#) or [Help](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Step 2: Complete the Form

Review the Grants.gov video tutorial on [how to complete forms in Workspace](#).

All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy and paste into the form.

EMAILS: Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

If you are a parent organization applying on behalf of an eligible independent component, do not list the name of the independent component here. You will provide that information in Part 2.

b. Address: Use *Street 1* for your organization's physical street address. This address must be identical to the physical address shown in your organization's SAM (System for Award Management) registration. Only use *Street 2* for your organization's mailing address if it differs from the SAM physical street address.

In the *Zip/Postal Code* box, organizations in the United States should enter the **full 9-digit zip code** that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up on the [USPS website](#).

c. Web Address: Provide your organization's website. This information will be used for administrative purposes only, and will not be provided to panelists for review. Note: Many GAP discipline areas allow website links to be submitted as part of the work samples in Part 2. Review the information under [Additional Items & Items to Upload](#) for a list of allowable work sample types, and instructions on how to submit them through the Applicant Portal. If links are listed as an accepted work sample for your discipline, they will be reviewed by panelists.

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop-down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-character number that was assigned by the Internal Revenue Service; do not use a Social Security Number or a 12-character EIN/TIN number.

f. Organizational UEI: All organizational applicants for federal funds must have a **UEI. Enter** your entity's UEI here. You can find your entity's UEI in your entity's System for Award Management (SAM) record. If you cannot locate your entity's UEI, [contact SAM for assistance](#). **The UEI must match the UEI associated with your entity's SAM (System for Award Management) record that was used in your Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is physically located. This Congressional District must match with the Congressional District that shown in the Business Information section of your organization's SAM (System for Award Management) record.

Use the following format: 2-character State Abbreviation-3-character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your jurisdiction has a single Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. **Project Information**:

a. Project Title: Enter "N/A." Any other text entered here will not be used in the review of your application.

b. Project Description: Enter "N/A." Any other text entered here will not be used in the review of your application.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of performance, i.e., the span of time necessary to plan, execute, and close out your proposed project. The start date should be the first day of the month, and the end date should be the last day of the month.

NEA support of a project may start on or after:
- For applicants at the March deadline, **January 1, 2026**; or
- For applicants at the July deadline, **June 1, 2026**.

7. Project Director: Provide contact information, including an email address that will be valid through the announcement date for your category. Optional: Select a Prefix (e.g., Ms., Mr.)

8. Primary Contact/Grant Administrator: Provide the requested information for the individual who should be contacted on matters involving this application and the administration of an award. For colleges and universities, this person is often a Sponsored Research, Sponsored Programs, or Contracts and Grants Officer. For the Telephone number field, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.)

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. If the Primary Contact/Grant Administrator is the same as the Authorizing Official, complete all items under both 8 and 9 even though there will be some repetition.

9. Authorized Representative: Enter the requested information for the AOR (Authorized Organization Representative) who is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.)

The AOR must have the legal authority to obligate your organization (e. g., be a senior member of the staff such as an Executive Director, Director of Development). See the NEA's [General Terms and Conditions](#) for who can serve as an AOR for colleges and universities.

Contractors/consultants, including grant writers, or administrative support staff cannot serve as an AOR.

NOTE: By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. These requirements can be found in the [Assurance of Compliance](#).

The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Step 3: Submit the form via Grants.gov's Workspace

Be certain you are satisfied with your *Application for Federal Domestic Assistance/Short Organizational Form (SF-424)* before you click submit. No revisions to your application form are possible through Grants.gov once it is submitted.

The NEA strongly suggests you submit your application *well before the deadline* to provide ample time to resolve any problems you might encounter.

Review the Grants.gov video tutorial on [submitting an application in Workspace](#).

When you are ready to submit, navigate to the **Forms** tab on the **Manage Workspace** page:

- Once the form is filled out and the **Form Status** column says "Passed," it will be ready for submission.
  - **Important note:** The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the [Forms Tab](#) help article.
- Click **Complete and Notify AOR**, which will notify the user(s) with the AOR role that the workspace is ready to submit.
- The AOR must click **[Sign and Submit](#)** to submit the application.

After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive in the application submission confirmation screen**.

Step 4: Confirm Part 1 Application Submission

Verify that the Part 1 application was *validated* by the Grants.gov system. **Take a screenshot of the validation confirmation for your records.**

You can track the progress of your application submission through Grants.gov in one of three ways:

1. Check the [progress bar](#) in Workspace. When your application has been successfully received, the bar will be green, and a check mark will appear in each bubble.

2. When logged in to Grants.gov, the AOR can click the *Check Application Status* link under the Applicants drop-down menu and search for the submitted application.

3. When not logged in to Grants.gov, go to Track My Application and enter your Grants.gov Tracking Numbers. Then click the Track button to see the status listings of the valid tracking numbers entered. This function will only work if you have a tracking number.

Information about checking Grants.gov application status and a complete list of statuses.

Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties. Failure to successfully submit the *Application for Federal Domestic Assistance/Short Organizational Form* (SF-424) through Grants.gov by the posted deadline will make you ineligible to complete Part 2 of the application process.

Part 2 of your application is submitted through the NEA's Applicant Portal. Instructions on how to access the portal, including how to find your username and password can be found on the next page.

Application Part 2: Submit the *Grant Application Form* through the Applicant Portal

Applicants who successfully submit Part 1 of the application to Grants.gov by the Part 1 submission deadline will be able to access the Applicant Portal to submit Part 2. **The Applicant Portal is a separate website from Grants.gov – a link can be found below.** The Applicant Portal is an NEA-administered site. If you run into technical issues, please reach out to your designated program specialist.

Applicant Portal Submission Window

The Applicant Portal will be open for a one-week submission window listed in the application calendar, during which applicants will have access to complete and submit Part 2 of the application. Applicants will *not* have access to the portal prior to the dates below. **However, we urge you to use this document to prepare your Part 2 responses and material well in advance** so you will have them ready to upload once the system opens. **We recommend applicants set up calendar reminders to avoid missing the submission window.** All times are Eastern.

Step 1: Access the Applicant Portal

The AP user name and password are *unique to each application you submit*. Do not use tracking numbers from a previous application to log into the AP.

Log on to the Applicant Portal at: https://applicantportal.arts.gov

- **User Name = Grants.gov Tracking Number (Example: "GRANT38906754")**
  - Your Grants.gov tracking number is assigned by Grants.gov when you submit Part 1.
  - A confirmation screen will appear in Grants.gov once your submission is complete, your Grants.gov tracking number will be provided at the bottom of the screen.
- **Password = Agency Tracking Number/NEA Application Number (Example: "1425736")**
  - The NEA assigns the number to your application 1-2 business days after you submit Part 1.
  - The AOR may retrieve the number by following these steps:
    - Log on to Grants.gov (if you are already logged in, you may need to log out and then back in again to see the applications).
    - Under *Grant Applications*, select *Check Application Status*.
    - Look for your Grants.gov Tracking Number and select *Details* under the Actions column.
    - You'll be taken to the Submission Details screen to find your Agency Tracking#/NEA Application Number.
  - NOTE: Check Application Status is a separate feature from Track My Application at Grants.gov.

TECH TIPS FOR THE APPLICANT PORTAL
View the Grant Application Form Tutorial for a video walk-through of the portal.
The User Name and Password can only be used by one person at a time in the Applicant Portal. If multiple people use the User Name and Password at the same time to work on an application, you will lose data.
Browser issues: o The Applicant Portal is best viewed in the following browsers: Chrome 58+, Firefox 54+, or Microsoft Edge 44+. Cookies and JavaScript may need to be enabled for you to successfully view the site. You might also need to disable AdBlocker and/or similar software. o Many problems can be solved by switching to a different browser. **However, you should only open the Applicant Portal in one browser at a time to enter information.**
Character count issues: o Unseen HTML coding from your word processing software may result in the character count in the Applicant Portal being higher than you expect. This is often related to special characters such as ampersands, quotation marks, apostrophes, and angle brackets. o To strip the HTML, we recommend copying and pasting text into Notepad (PC users) or TextEdit (Mac users) before copying it into the Applicant Portal. o Limit character counts by using a solution other than special characters (e.g., instead of using quotation marks for titles of works, put them in italics), using only one space at the end of sentences, and limiting the use of tabs.
Click "Save" and log off if you plan to leave the Applicant Portal with work in progress. Your session will deactivate after 30 minutes, which may result in lost content
Before submitting, double check each section to confirm that it's complete, and that no information was lost when cutting and pasting.
Use the "Print" function in the upper right corner to create a printable version of your application. We strongly recommend that you save a final copy for your records by choosing "Save as PDF" from your print dialogue box.

Step 2: Fill out the Grant Application Form

Application content is collected through a series of tabs and sub-tabs in which applicants will enter text or upload files:

- View Application Data Tab
- Organization Info Tab
  - o Subtab: Organization Details
  - o Subtab: Organization Budget
- Arts Programmatic History Tab

- Project Details Tab
  - Subtab: Project Activity
  - Subtab: Additional Project Details
  - Subtab: Project Partners & Key Individuals
- Project Budget Tab
  - Subtab: Project Expenses
  - Subtab: Project Income
- Additional Items Tab
- Items to Upload Tab
- Organization & Project Data Tab

Panelists will use the Review Criteria (*GAP Grant Program Details,* pg. 24) to evaluate your application. Applicants should keep the review criteria in mind while drafting responses to the application questions below.

***Do not include hyperlinks, unless specifically requested in the instructions below.* Unsolicited hyperlinks will not be reviewed.** Required items are denoted with an asterisk (*) throughout this document.

View Application Data Tab

This section cannot be edited. If you find incorrect information on this page, [contact](#) NEA staff for assistance.

Organization Info Tab

Subtab: Organization Details

LEGAL/IRS NAME*: Enter your organization's Legal/IRS name. It must match the Organization name you entered in the *Application for Federal Domestic Assistance/Short Organizational Form.*

POPULAR NAME: If different from the Organization's Legal/IRS name.

FOR THIS APPLICATION, ARE YOU SERVING AS THE PARENT OF AN INDEPENDENT COMPONENT?
Radio buttons: **Yes/No**

If you select Yes: Enter the name of the component.
Information about official Independent Component status can be found in Eligibility: Application Limits (*GAP Grant Program Details,* pg. 17).

YEAR FOUNDED*: Enter the year your organization was founded.

MISSION OF YOUR ORGANIZATION*
Text box: 500-character limit, including spaces

ORGANIZATIONAL BACKGROUND*
Text box: 2,000-character limit, including spaces
Describe your organization's history and operations.

Subtab: Organization Budget

The Organization Budget is a webform, you will fill out each field in the Applicant Portal. The form will appear as follows:

	Most Recently Completed Fiscal Year	Previous Fiscal Year	Two Fiscal Years Prior
Fiscal Year End Date (MM/DD/YYYY)	*Calendar Selection**	*Calendar Selection**	*Calendar Selection**
Total Income	$	$	$
Total Expenses	$	$	$
Operating Surplus/Deficit (single year)	*Autofills from above*	*Autofills from above*	*Autofills from above*

Parent Organizations: If you are a parent organization applying for an independent component, provide only the budget information for the independent component for which you are applying.

Organizational Units: For projects undertaken by a smaller organizational unit of a larger organization (such as an academic department, a literary organization housed at a college or university, or an office, facility, or department of local government), submit only the information for the smaller unit and clearly identify that the budget is for the smaller unit in the Fiscal Health section.

The Organization Budget is intended to show your organization's fiscal activity as it relates to annual operations. Do not include activity related to a capital campaign (such as raising money for a new facility, an endowment fund, or a cash reserve fund). We may request additional information to clarify an organization's financial position. The figures you submit are subject to verification by the NEA.

FISCAL YEAR END DATE* Indicate the end date for each of your organization's three most recent fiscal years using the calendar drop down.

TOTAL INCOME*: Enter your organization's income for each fiscal year. Unaudited figures are acceptable. Income sources may include earned revenues such as those that are received through the sale of goods, services performed, or from investments, as well as contributed funds, such as gifts, grants, loans, and in-kind contributions.

TOTAL EXPENSES*: Enter your organization's total operating expenses for each fiscal year. Unaudited figures are acceptable. **Expenses may include salaries and fees, production/exhibition expenses, services, and administrative costs, among others.**

OPERATING SURPLUS/DEFICIT: These fields will automatically populate based on the figures you input for income and expenses.

FISCAL HEALTH*

Text box: 1,000-character limit, including spaces

Discuss the fiscal health of your organization. You may use this space to discuss how the COVID-19 pandemic may have affected your organization's budget. In addition, you must explain:

1. Any changes of 15% or more in either your income or expenses from one year to the next, and
2. Plans for reducing any deficit (include factors that contributed to the deficit and its amount).

For independent components, you may use the space to discuss the fiscal health of the component and to explain the relationship that it has with the larger entity (e.g., "museum guards and utilities paid for by university").

Arts Programmatic History Tab

Highlight one example of arts programming (e.g., artists/works/projects) per year for each of five recent years prior to the application deadline. Activities must demonstrate eligibility, and where possible, relate to the project proposal.

Your dated entries must show that your organization meets the five-year arts programmatic history requirement for eligibility:

- Arts programming examples may have occurred before the organization received non-profit, tax-exempt status.
- If arts programming was suspended due to the pandemic, you may include examples that occurred in 2018 or 2019 to meet the five-year requirement. Do not include examples prior to 2018.
- Virtual programming is acceptable.
- Organizations that previously operated as a program of another institution may include arts programming carried out while part of that institution.

For the purposes of determining eligibility:

- *March 2025 Applicants*: the organization must demonstrate that it started arts programming in or before March 2020.
- *July 2025 Applicants*: the organization must demonstrate that it started arts programming in or before July 2020.

YEAR*
5 Fields: 4-character limit each

REPRESENTATIVE EXAMPLES*
5 Text boxes: 750-character limit each, including spaces

Providing information in bulleted or list form is acceptable. **Do not submit this information as a separate work sample.** For each representative example, where applicable, include:

- Date (Month, Year)
- Title, Work, Event, and/or Program
- Venue and City/State, if applicable
- Key Artists and/or Personnel
- # of Classes, Performances, Exhibitions, Residencies, Readings, etc.
- # of Participants or Audience. If any programming would be listed in more than one year, you may provide consolidated participant/audience numbers with the listing for the first year.
- Touring Info, if applicable
- For Publishers, provide data that demonstrates online and/or print readership

Project Details Tab

Subtab: Project Activity

NEA DISCIPLINE FOR PROPOSED PROJECT*

Drop down, select: Arts Education

Select the discipline that most closely aligns with your proposed project activities, not necessarily with your organization as a whole. This selection will determine which panel of experts will review your proposal. [Contact us](#) if you have questions about which discipline is most appropriate for your project.

You have identified the primary discipline of your proposed project as Arts Education; select one additional discipline that describes this project:

- Dance
- Design
- Film & Media Arts
- Folk & Traditional Arts
- Literary Arts
- Museums

- Music
- Musical Theater
- Opera
- Presenting & Multidisciplinary Works

- Theater
- Visual Arts
- Not applicable

PROJECT SYNOPSIS*

Text box: 200-character limit, including spaces

Provide a brief synopsis for your proposed arts project. For example: "To support the 'ABC Project,' which will XYZ."

If your project focuses on activities to commemorate the 250th anniversary of the United States, please include the phrase "America 250" in your synopsis. For example: "To support the 'ABC Project' as part of America 250, which will XYZ".

PROJECT DESCRIPTION*

Text box: 5,000-character limit, including spaces

We fund arts projects and make awards for specific, definable activities. Describe in plain language the project activities that will take place during the period of performance, and provide information on the curatorial/selection process, artists, creative process, works of art, productions, venues, public or community engagement activities etc. Panelists will use the Review Criteria (*GAP Grant Program Details,* pg. 24) to evaluate your application, so make sure your narrative addresses the review criteria. **Do not describe unrelated organizational programming.** For more information about what may not be included in a project, see Unallowable Activities/Costs (*GAP Grant Program Details,* pg. 12).

Arts Education applicants should refer to the [Project Types](#) section above for information about each project type (i.e., Direct Learning, Professional Development, or Collective Impact), as well as for guidance about [characteristics of competitive Arts Education proposals](#).

Subtab: Additional Project Details

PROPOSED PROJECT START DATE/END DATE
Calendar selections: PROJECT START DATE: MM/DD/YYYY*
                               PROJECT END DATE: MM/DD/YYYY*

NEA support of a project may start on or after:
- For applicants at the March deadline, **January 1, 2026,** or
- For applicants at the July deadline, **June 1, 2026**.

Enter the beginning and ending dates for your requested period of performance (period of support), i.e., the span of time necessary to plan, execute, and close out your proposed project. The start date *must* be the first day of the month, and the end date *must* be the last day of the month (*for example*, 6/1/26 – 12/31/26). These dates will be used in the review of your application.

Generally, a period of performance of up to two years is allowed. **The two-year period is intended to allow an applicant sufficient time to plan, execute, and close out its project, not to repeat a one-year project for a second year**. Your project budget should include only the activities and costs incurred during the period of performance requested here.

SCHEDULE OF KEY PROJECT DATES*
Text box: 1,500-character limit, including spaces

Provide a timeline of when activities described in the Project Description will occur. Be sure to include when key artistic decisions will be made, project phases, and events, as applicable. If you describe activities that occur outside of the period of performance for context, indicate these by adding an asterisk (*). Only include costs in your Project Budget that relate to activities taking place during the period of performance.

ENGAGEMENT WITH INTENDED COMMUNITY, PARTICIPANTS & AUDIENCE*
Text box: 2,000-character limit, including spaces

Describe the intended communities, participants, or audiences involved in the project activities, and how they will benefit. Clearly explain how you will engage these groups.

Where applicable, describe how this project will engage underserved communities whose opportunities to experience or participate in the arts are limited by factors such as geography, ethnicity, economic status, and/or disability.

Where applicable, include how you will involve and accommodate people with disabilities (as artists, performers, teaching artists, students, participants, staff, and/or audiences) in the planning, creation, and/or implementation of your project activities.

As a reminder, in the federal-funding context, a focus on a particular group or demographic may be permissible, but exclusion is not. This extends to hiring practices, artist selection processes, and audience engagement. Your application should make it clear that project activities are not exclusionary. Please review the [Assurance of Compliance](#).

PROJECT GOALS AND MONITORING*
Text box: 1,000-character limit, including spaces

What are your goals for this project? What do you hope you and/or those involved will learn or experience? Describe how you will monitor progress toward your project goals. If applicable, include plans to share learnings and outcomes.

- **For Direct Learning Projects**, also describe plans to assess student learning, in alignment with specific national or state arts education standards.
- **For Professional Development Projects**, also describe how participant learning is evaluated and the impact of the professional development on practice is measured.
- **For Collective Impact Projects**, also include metrics or indicators that will be used to identify and evaluate the project's short-term and long-term impacts.

Note: If your project involves directly collecting sensitive data from program participants, such as personally identifiable information or data from vulnerable populations, review Resources on Program Evaluation and Performance Measurement.

OTHER PROJECT INFORMATION (OPTIONAL)
Text box: 500-character limit, including spaces

If there is anything else that would be essential for panelists to understand about your project relative to the review criteria, provide it here. Do not use this space to continue an answer from earlier questions.

Subtab: Project Partners & Key Individuals

Include *at least one and up to ten* key individuals (such as staff, artists, teaching artists, collaborators, consultants, mentors) **and/or partner organizations** involved in the project. Organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also provide staffing or other professional support, or actively participate in another way to be considered partners.

FOR EACH INDIVIDUAL or PARTNER ORGANIZATION ENTER:

- **INDIVIDUAL or PARTNER ORGANIZATION NAME***: *Text box: 100 characters, including spaces*
- **PROPOSED or COMMITTED***: *Drop-down*, select either "Proposed" or "Committed"
- **INDIVIDUAL/PARTNER ORGANIZATION TYPE*:** *Drop-down*
  - For **Individuals** (such as staff, artists, teaching artists, collaborators, consultants, mentors) select "Individual."
  - For **Partner Organizations**, choose the *one* category that best describes the organization from the following options:
    - College/University, Alaska Native and Native Hawaiian Serving Institutions (AANH)
    - College/University, Hispanic Serving Institutions (HSI)
    - College/University, Historically Black College or University (HBCU)
    - College/University, Tribal College or University (TCU)

- o Other College/University
- o Government - State
- o Government - Regional
- o Government - County
- o Government - Municipal
- o Government - Tribal
- o Organization - Arts Non-profit
- o Organization - Arts For-Profit
- o Organization - Other Non-profit
- o Organization - Other For-Profit
- o Correctional Institution
- o Foundation
- o Healthcare Facility (e.g., hospital, clinic, or nursing home)
- o K-12 School/School District
- o Mass Transit
- o Military Base
- o Public Library
- o Religious Organization
- o TV or Radio Station or other Media Organization
- o Other; please specify:

- **INDIVIDUAL BIO/ PARTNER DESCRIPTION***
  Text box: 1,000-character limit, including spaces
  Describe why you have chosen the individual or partner for this project, their role in the project, and their professional experience or knowledge relative to this project.

Project Budget Tab

Budget Template

Use the [GAP project budget template](#) to prepare your project budget in advance. The worksheet includes a tab with example amounts in each section, which are for demonstration purposes only, and should not be interpreted as cost allocation guidance from the NEA. **DO NOT UPLOAD THE WORKSHEET TO THE APPLICANT PORTAL. You must complete the project budget webform within the Applicant Portal for your application to be accepted for review.**

Project Budget Guidance

Applicants may request between $10,000 and $100,000.

Applicants are required to provide a minimum 1:1 non-federal cost share/match. For example, if you are requesting the lowest amount of $10,000, you must show a minimum of $10,000 in cost share/Matching funds, and your total project expenses must be at least $20,000. **Applications that do not include a project budget meeting the *minimum* requirements of at least a $10,000 NEA funding request, a $10,000 cost share/match, and $20,000 in total project expenses will be deemed ineligible and will not be reviewed.**

The costs included in your project budget must be allocable to your proposed activities. Only include costs related to activities taking place during the Period of Performance (period of support) you entered in the Project Details tab.

All items in your budget, whether supported by NEA funds or your cost share/matching funds, must be reasonable, necessary to accomplish project objectives, and allowable in terms of the NEA's General Terms and Conditions.

NOTE: Organizations cannot receive more than one NEA award for the same expenses/activities. This budget cannot include project costs that are supported by any other federal funds or their cost share/match, including costs that may be included in applications submitted, or grants received, by partner organizations or presenters.

Filling out the budget in the Applicant Portal

The project budget is a webform, with each item description and amount in its own field. The form will auto-calculate each section, as well as the overall totals. The number of lines available in each section is static – you cannot add additional lines. You will be asked to provide an estimated project budget that consists of:

- **Project Expenses**: A breakdown of all project expenses that will be supported with **both** the NEA Requested Amount *and* your cost share/matching funds.
- **Project Income**: The combined total of the funding amount you are requesting from the NEA and how you plan to meet the minimum 1:1 cost share/match requirement. Cost share/matching funds do not need to be secured at the time of application.

Visible on Both Subtabs

TOP OF PAGE: AMOUNT REQUESTED FROM THE NEA*
Enter the award amount you are requesting between $10,000 to $100,000.

BOTTOM OF PAGE: PROJECT EXPENSES/INCOME SUMMARY TABLE
At the bottom of the project budget form, the totals from each subtab will automatically populate in a summary table. *Remember: your final total project income must equal your total project costs/expenses.* Refer to this summary table to confirm these sections are equal before submitting your application.

BOTTOM OF PAGE: ADDITIONAL PROJECT BUDGET NOTES (OPTIONAL)
Text box: 750-character limit, including spaces.
Provide information to clarify any line item included in the project budget, or to provide further details on the scope of your project budget.

Budget Subtab: Project Expenses

Project expenses must include costs covered by *both NEA funds and the cost share/match*. Review *Unallowable Activities/Costs* (*GAP Grant Program Details*, pg. 12) for a list of costs that cannot be included in your project budget.

At the bottom of the Project Expenses subtab, the **TOTAL PROJECT COSTS/EXPENSES** field will auto-calculate with the combined sum of **Total Direct Costs**, and, if applicable, **Indirect Costs**.

DIRECT COSTS

These are costs directly identified for the project and incurred during the period of performance. The TOTAL DIRECT COSTS field at the bottom of the page will auto-calculate the total of all combined Direct Cost items listed in Salaries and Wages, Travel, and Other expenses.

DIRECT COSTS: Salaries and Wages

Covers compensation for personnel, both administrative and artistic, who are paid on a salary basis. List key staff positions for the project. Combine similar job functions if necessary. Funds for contractual personnel and compensation for artists who are paid on a fee/stipend basis should be included below in DIRECT COSTS: Other, and not here.

- Enter the title and/or type of personnel, the number of personnel, the annual or average salary range, the percentage of time allocable to the project annually, and the dollar amount of the salary allocated to the project budget.
  - These fields will not auto calculate horizontally across each line. The dollar amounts in the last column will auto calculate vertically to tally the Total Salaries and Wages.
- **Salaries and Wages dollar amounts must be prorated for the length of the Period of Performance entered in the Project Details tab.**
  - **For example, on a project with a 6 month period of performance**, a person with a $50,000 annual salary working on the project for 100% of their time, you would enter a total dollar amount of $25,000.
  - **For a project with a period of performance that exceeds 1 year**, multiply the salary figures accordingly. For example, on a project with a 24 month period of performance, a person with a $50,000 annual salary working on a project for 100% of their time, the total dollar amount allocated to the project would be $100,000.
- Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See Legal Requirements for details.)

NOTE: Only fundraising/development salaries/wages/fringe benefits associated with managing the project or fundraising for the minimum required cost share/match for the project are allowable. All other development and/or general fundraising costs for the organization or for other projects are not allowable.

FRINGE BENEFITS

Costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation, and sick leave, etc. They may be included here only if they are not included as indirect costs.

DIRECT COSTS: Travel

Travel costs must be estimated according to the applicant's own written travel policies, provided that the travel cost is reasonable and does not exceed the cost of air coach accommodations.

- Include lodging and subsistence costs (e.g., hotels, meals) as part of the "Amount" listed for each trip, as applicable, unless these costs are already included as part of an artist fee.

- List all trips -- both domestic and international -- individually.

- All international travel must be specified by country of origin or destination and relate to activity outlined in your narrative. International travel also must conform with government regulations, including those of the U.S. Treasury Department Office of Foreign Asset Control. If you are including international travel in this budget, all such travel must be booked on a U.S. air-carrier when this service is available. See the GTCs for detailed information.

DIRECT COSTS: Other

If needed, group similar items together on a single line, with only one total cost. Project-related costs may include:

- Artist fees (if paid as a fee/stipend and not salary basis), consultant fees, and contractual services
  - Artist fees may include, but are not limited to, compensation for: the creation of new work, the presentation of new or existing work, educational activities, community engagement, and travel/stipends/subsistence (if not already included under Direct Costs: Travel).
    - List the fees paid to each artist/artistic group separately where possible.
  - List consultant and artist fees or contracts for professional services on consecutive lines; do not scatter them throughout the list.
  - Specify the number of persons, the service being provided, and the applicable fee, rate, or amount of each.
  - If you engage in contracts of more than $15,000, identify the item or service and its relation to the project.
  - For procurement requirements related to contracts and consultants, see 2 CFR 200.
- Production/technical costs
- Promotion, marketing, and outreach
- Acquisition fees, rights
- Evaluation and assessment fees
- Telephone, photocopying, and postage

- Supplies and materials. Be as specific as possible about the type of supplies / materials and their purpose. (e.g., "Art supplies," "Office supplies," "Event materials," etc.)

- Publication, distribution, and translation

- Transportation/shipping of items other than personnel (instruments, art, etc.)

- Access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, publications in alternate formats).
  - Videos, films, television broadcast projects, and virtual streamed events must be closed or open captioned, and radio and podcast programs must be transcribed. Applicants should check with vendors for captioning and transcription vendors, sign language interpretation, and audio description, for cost estimates.

- Rental/purchase of equipment
  - Clearly identify equipment rental versus equipment purchase.
  - If you will purchase any equipment with a unit/item cost of $10,000 or more and that has an estimated useful life of more than one year, identify that item here. Provide a justification for the purchase(s) either in the Additional Project Budget Notes section, or in your Project Description.
  - Digital computers, mobile devices, or other new technologies are considered supplies if less than $10,000 per item regardless of the length of useful life.

- Portion of Space/Facilities costs such as mortgage principal, rent, and utilities, as allocable to the project.

- Other *clearly identified* project-specific costs.

INDIRECT COSTS

Applicants have the option to include Indirect Costs in their project budgets. **You are not required to include Indirect Costs in this budget.** Indirect Costs are overhead, administrative, or general operating expenses that are not readily identifiable with, or are difficult to assign to, a specific project. Examples of Indirect Costs include the expenses associated with operating and maintaining facilities and equipment, rent, utilities, supplies, and administrative salaries.

An applicant may choose **ONE** of the following options (for help in determining which option to choose, see the [Indirect Cost Guide for NEA Grantees](#)).

A. If your organization *does not* have a federally negotiated Indirect Cost Rate Agreement (or ICRA):

➢ **Option 1:** Include reasonable "Overhead and Administrative Costs" as a line item under the "Direct Costs: Other" section and leave the Indirect Costs section blank.

   - Use this option if your organization can easily document the discrete, specific expenses (i.e., payroll taxes, a percentage of facility electricity use, the percentage of staff time for the administrative support of a project). Do not double count costs already included separately in your budget.

   - The amount indicated in this line must be reasonable and consistent with best

practices in financial management. Do not simply use a percentage of your project budget. **You must be able to document the actual costs included in the line item.**

➢ **Option 2:** Enter a de minimis indirect cost rate of up to 15% of your modified total direct costs in the Indirect Costs section. Modified Total Direct Costs include salaries and wages, fringe benefits, materials and supplies, services, and travel. Modified Total Direct Costs *excludes* equipment, capital expenditures, rental costs, scholarships, and fellowships, among others. Information on calculating Modified Total Direct Costs can be found at Appendices III and IV to 2 CFR 200.

B. If your organization currently *has* a federally negotiated Indirect Cost Rate Agreement:

➢ **Option 1:** Calculate your Indirect Costs using your federally negotiated indirect cost rate agreement. Enter the percentage of the ICRA as decimals.

  o It is rare for NEA applicants to have an ICRA. This option is most often relevant to colleges and universities.
  o Important: You may not use a Research Indirect Cost Rate Agreement for applications to Grants for Arts Projects.
  o If you are recommended for an award, you must provide us with a copy of your federally negotiated indirect cost rate agreement.

➢ **Option 2:** You may choose not to use your Indirect Cost Rate Agreement. You may Option 1 listed above in section A.

C. If your organization *has an expired* federally negotiated Indirect Cost Rate Agreement:

➢ Do not use an expired ICRA. You may choose one of the options listed above in section A.

Budget Subtab: Project Income

TOTAL COST SHARE/MATCH FOR THIS PROJECT*: The NEA cannot support more than 50% of a project's costs; each applicant must contribute at least half the total project cost from nonfederal sources. For example, for a request of $10,000, the total project costs must be at least $20,000 and you must provide at least $10,000 toward the project from nonfederal sources as the cost share/match.

Cost share/matching funds may be all cash or a combination of cash and in-kind contributions as detailed below. **If your cost share/match includes IN-KIND contributions, you must also include them as direct costs to balance your budget.** Asterisk (*) those funds that are committed or secured.

APPLICANT CASH

Applicant Cash cost share/match refers to the cash contributions, grants, and revenues that will pay for your share of the costs for this project. Identify sources.

• Allowable sources of Cash funds include your own organization's cash resources such as grants from private foundations, corporate donations, individual donations, and ticket sales, among others.

• Federal funds cannot be used as cost share/match for NEA awards.

- o You *may* include grants from your state arts agency, regional arts organization, or local arts agency as part of your cost share/match, if those grants do not include subawarded federal funds or funds used as cost share/match for a federal award. You can check with the funder to confirm the source of the funding.
  - o **Do not** include any other NEA or other federal awards -- including awards from the National Endowment for the Humanities, U.S. Department of Education, the National Park Service, etc., in your cost share/match.
- IF YOU HAVE A FEDERALLY-NEGOTIATED INDIRECT COST RATE: You *may* use unrecovered indirect costs as part of the cash cost share/match. Unrecovered indirect costs generally are used only by large organizations such as colleges and universities. Your organization must have a current federally-negotiated indirect cost rate agreement to use unrecovered indirect costs as cost share/match.

THIRD-PARTY IN-KIND CONTRIBUTIONS

In-kind contributions are third-party donations of goods, facilities, or services used to meet the cost share/matching requirement for a NEA award (2 CFR 200.1). The use and value of such third-party contributions must be [properly documented](#).

- All third-party contributions must be necessary and reasonable for the project, and for allowable costs.
- **Do not** include goods, facilities, or services contributed by your own organization as these are considered part of your own organization's cash cost share/match.
- To qualify as cost share/matching resources, expenses associated with in-kind donations must be clearly identified as direct costs in the project budget to ensure allowability.

Additional Items & Items to Upload Tabs

These tabs request application materials *specific to the discipline area to which you are applying*, and vary between discipline areas. Staff has outlined what materials they will accept, and whether items should be entered as text in the Additional Items tab, or provided as Uploaded Items.

Only submit material specifically requested below, in the correct format, and within the stated space limitations. Unsolicited or incorrect material will not be reviewed by panelists, this includes items such as letters of support from members of congress, work samples that exceed the stated limits, and items that are not in the correct format.

Items submitted as links: It is the applicant's responsibility to make sure links are active at the time of application and for at least 6 months following the date of funding recommendation or rejection. For applicants to the March 2025 GAP1 cycle, links should remain active through June 2026. For applicants to the July 2025 GAP2 cycle, links should remain active through October 2026.

Additional Items Tab

In the first text box, enter the Arts Education project type:

- Direct Learning
- Professional Development
- Collective Impact

Contact NEA staff before selecting Collective Impact as your project type. Do not enter any other text in this box. Enter N/A in the remaining two text boxes on this page. Extraneous information may be removed.

Items to Upload Tab

Upload your work samples and additional items here.

Note: Arts Education no longer requires statements of support. Statements of support will not be reviewed.

WORK SAMPLES

Work samples are a critical part of the application and are considered carefully during application review.

- **Applicants should submit no more than four work samples total.**
- Samples should be as relevant to the project as possible and reflect the project type you have chosen: Direct Learning, Professional Development, or Collective Impact. They should concisely communicate the exemplary quality of your project.
- We strongly encourage including video work samples to effectively convey the artistic excellence and merit of the project.
- Samples should not be more than three years old.
- Each work sample format has limits stated in the chart below. Excess work samples, and work samples that go beyond these limits, will not be reviewed. Panelists will spend no more than 20 minutes reviewing all work samples combined.

Work samples may include:
- **Student work**. Where applicable, work samples should show student work and convey the actions or reactions of the youth to the arts learning engagement. It is important to demonstrate the process of learning as well as the finished product. In your work sample description, identify the age or grade of the youth; whether they are beginning, intermediate, or advanced students, or a combination thereof; and the context for the work including the chronological point in the project that is represented (e.g., start-of-year class, mid-session workshop, year-end program).
- **Artist/teaching artist work**. Wherever possible, work samples should demonstrate the experience and skills of the proposed artists/teachers who will be working with the

participants in the proposed project. Submit work samples that demonstrate the quality of the instruction.

- **Curriculum units or lesson plans**. Include an explanation of their relevance to the project and to the other work samples submitted. Where possible, curriculum units or lessons should demonstrate alignment to specific national or state arts education standards.

- **Assessment/evaluation documentation**. Include any assessment tools you may use in the project, e.g., rubrics, surveys, evaluation forms, student journal samples, final evaluation reports, or other relevant documentation. Arts Education grantees who apply for a Direct Learning Grant will be required to describe the methods used to assess learning, and they may submit any tools used to assess learning with their Final Report.

- **Other work** that is relevant to the project.

Work Sample Limits:

Submit no more than four combined work samples from the categories below.

Type	Time Limit	File Size Limit	File Types
Video	6 min	250 MB	avi, mov, mp4, mpeg, and wmv; or PDF with links
Audio	6 min	5 MB	mp3, wma, wav, aac, and mpa; or PDF with links
Images	N/A	5 MB/1 PDF document with up to 12 images	PDF with images
Documents	N/A	5 MB/up to 12 pages each	PDF
Websites	N/A	5 MB	PDF with links

Note: The combined storage space for all work samples in the Applicant Portal is 250 MB. If you submit a video file of 250 MB, all available space will be used.

GUIDANCE FOR VIDEO SAMPLES

Video samples are an especially effective way to convey artistic excellence and merit for Direct Learning and Professional Development projects. While we prefer that you submit links to video samples in a PDF file, you may also upload video files.

Submit:

- One video sample, no longer than six minutes in length, OR
- A collection of videos with a combined viewing time of no more than six minutes.

If you submit a link:

- Submit a PDF with a clickable link to the website.

- If applicable, include cue information to indicate the start of each selection.
- If you include more than one website list them all on a single PDF.
- For each site, list the URLs for pages to be shown.
- Provide titles and short descriptions to give context of the work sample for panelists. Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Google Drive, Dropbox, etc.), or sites that require a user account (e.g., social media).
- Website links must remain active for at least one year after the application deadline.

If you upload videos:

File size restrictions may prohibit you from using this option.

- Provide titles and short descriptions to give context for panelists using the text box provided during the upload process.
- If applicable, include cue information to indicate the start of each selection.

To ensure work samples are accessible, we recommend that videos be closed or open captioned. Captioning resources:

- About captioning
- Resources for YouTube
- Resources for Vimeo

GUIDANCE FOR AUDIO SAMPLES

Submit:

- One audio sample, no longer than six minutes in length, OR
- A collection of audio samples with a combined time of no more than six minutes.

While we prefer that you submit links to audio samples in a PDF file, you may also upload audio files.

If you submit a link:

- Submit a PDF with a clickable link to the website.
- If you include more than one website list them all on a single PDF.
- For each site, list the URLs for pages to be shown.
- Provide titles and short descriptions to give context of the work sample for panelists.
- If applicable, include cue information to indicate the start of each selection.
- Include any necessary information on required plug-ins, passwords, or navigation paths.
- Do not submit links to sites that require work samples to be downloaded (e.g., Google Drive, Dropbox, etc.), or sites that require a user account (e.g., social media).
- Website links must remain active for at least one year after the application deadline.

GUIDANCE FOR DIGITAL IMAGES

- Submit no more than 12 images. We recommend that you combine all your images into a single PDF file.
- Images should be captioned. Provide titles and short descriptions to give context of the work sample for panelists.
- Image size should be consistent; medium to high resolution is recommended (e.g., 300 dpi).
- Do not submit PowerPoint or Word documents.

GUIDANCE FOR DOCUMENTS

Submit up to 12 pages in PDF format that directly relate to the proposed project. Examples of documents or excerpts of documents may include sample lesson plans, teachers' guides, sample curricula, syllabi, program evaluation or student assessment methods, or documentation of past evaluation or assessment efforts, and publications.

Do not submit Word, PowerPoint, or Excel documents.

GUIDANCE FOR WEBSITES

- Limit your submission to no more than three websites.
- Do not submit your organization's general website. Only submit a website that is an essential part of the proposed project.
- If you are including more than one website, list them all on a single PDF. For each site, list the URLs for pages to be shown; include any necessary information on required plug-ins or passwords.
- Provide titles and short descriptions to give context of the work sample for panelists.
- Provide navigation instructions to locate relevant information on the site.
- Do not submit links to sites that require work samples to be downloaded (e.g., Google Drive, Dropbox), or sites that require a user account (e.g., social media).

NOTE: If you provide links to works samples -- video samples, documents, digital images, or audio samples – the same limits on work samples uploaded directly apply to those provided via links.

LOCAL EDUCATION AGENCY DOCUMENTATION

This applies *solely to single schools that are operating as a Local Education Agency (school district)*, as is the case with some charter schools.

Submit a PDF file with documentation that supports the legal status as a local education agency.

NOTE: We do not make awards directly to individual elementary or secondary schools -- charter, private, or public. Local education agencies and school districts are eligible.

Technical Guidance for Uploading Files

There can be a slight delay between the upload of your work samples and seeing them in the Applicant Portal. This is particularly true for videos. For videos, the usual upload time runs five to ten minutes. However, close to the deadline, this time may extend to as much as an hour. Do not wait until the night of the deadline to begin uploading work samples. Videos are placed in a queue to be converted for upload, and the more people uploading, the longer the queue. **Do not immediately assume that your upload failed; wait and try accessing the material again.**

FILE NAMES AND DESCRIPTIONS:

Your file names must not:

- Exceed 100 characters.
- Begin with a space, period, hyphen, or underline.
- Contain these characters: #%&{}\<>*?/$!'":+`=|"@

If your file names include any of the above, your file may fail to upload.

For each item that you upload enter the information below, as applicable:

Title box: Title each item with a unique name.

- For your discipline-specific items, simply state the type of item.
- For video/audio/digital image/website/document work samples, state the title of the work or organization represented by the work sample.

Description box
Text box: 500-character limit, including spaces

- For your additional items, simply state the type of item.
- For work samples:
  - **Description of the work or activity,** including artists and titles of work where relevant.
  - **Date** of the work or activity.
  - **Relevance** of the work sample to the project for which you are requesting support. Identify the age or grade of the youth; whether they are beginning, intermediate, or advanced students, or a combination thereof; and the context for the work including the chronological point in the project that is represented (e.g., start-of-year class, mid-session workshop, year-end program).
  - For audio and video samples, **length of the sample**. (Ten minutes is the maximum.)

Applicants submitting multiple links or multiple images on a PDF should include the relevant information from above with each link or image in the PDF. The description box for the file should provide a brief overview of the group of images or links as a whole.

Organization & Project Data Tab

The NEA collects basic descriptive information about all applicants and their projects. The information that follows will help the NEA to comply with government reporting requirements, and will be used to develop statistical information about the organizations and projects it funds to report to Congress and the public. **Your responses will not be shared with panelists or used as a factor in the review of your application**.

APPLICANT ORGANIZATION DISCIPLINE*

Select the primary discipline that is most relevant to your **organization**. This refers to the primary artistic emphasis of your organization. **Choose one** from the following:

- Artist Community
- Arts Education Organization
- Dance
- Design
- Film & Media Arts
- Folk & Traditional
- Literary Arts
- Local Arts Agency
- Museums
- Music
- Musical Theater
- Opera
- Presenting & Multidisciplinary Work Organization
- Theater
- Visual Arts
- None of the Above

ADDITIONAL APPLICANT ORGANIZATION DISCIPLINE (OPTIONAL): Select two additional disciplines for your organization, if relevant.

APPLICANT ORGANIZATION DESCRIPTION*

Select a description that most accurately describes your organization. **Choose one** from the following:

- Artists' Community, Arts Institute, or Camp
- Arts Center
- Arts Council / Agency
- Arts Service Organization
- College / University
- Community Service Organization
- Design Organization
- Fair / Festival
- Foundation
- Gallery / Exhibition Space
- Government
- Historical Society / Commission
- Humanities Council / Agency
- Independent Press
- Library
- Literary Magazine
- Media-Film
- Media-Internet
- Media-Radio
- Media-Television
- Museum-Art
- Museum-Other
- Performance Facility
- Performing Group
- Presenter / Cultural Series Organization
- Religious Organization
- School District
- School of the Arts
- Social Service Organization
- Tribal Community
- Union / Professional Association
- None of the Above

ADDITIONAL ORGANIZATION DESCRIPTION (OPTIONAL): Select two additional descriptions for your organization, if relevant.

PREPAREDNESS PLANS*

Does your organization have a disaster preparedness plan (i.e., plans to handle disasters and emergencies such as floods, hurricanes, pandemics, and human-made disasters)?
Choose: Yes or **No**

PROJECT ACTIVITY TYPE*

Select the option that best describes the type of project you are proposing:

- **Apprenticeship/Mentorship**
- **Arts & Health** Includes projects that support the delivery of creative arts therapies in healthcare and non-healthcare settings. Also includes projects that place arts activities in healthcare settings, and/or that seek to improve service delivery by healthcare professionals.
- **Arts Instruction** Includes lessons, classes and other means to teach knowledge of and/or skills in the arts
- **Artwork Creation** Includes media arts, design projects, and commissions
- **Audience Services** (e.g., ticket subsidies)
- **Broadcasting** via TV, cable, radio, the Web, or other digital networks
- **Building Public Awareness** Activities designed to increase public understanding of the arts or to build public support for the arts
- **Building International Understanding** Includes activities that either bring international art and/or artists to the U.S. or bring American art and/or artists to other nations
- **Concert/Performance/Reading** Includes production development
- **Curriculum Development/ Implementation** Includes design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives, etc.
- **Distribution of Art** (e.g., films, books, prints; do not include broadcasting)
- **Equipment Purchase/Lease/Rental**
- **Exhibition** Includes visual arts, media arts, design, and exhibition development
- **Fair/Festival**
- **Identification/Documentation** (e.g., for archival or educational purposes)
- **Marketing**
- **Presenting/Touring**
- **Professional Development/Training** Activities enhancing career advancement
- **Professional Support: Administrative** Includes consultant fees
- **Professional Support: Artistic** (e.g., artists' fees, payments for artistic services)
- **Publication** (e.g., books, journals, newsletters, manuals)
- **Recording/Filming/Taping** (e.g., to extend the audience for a performance through film/tape audio/video; do not include archival projects)
- **Repair/Restoration/Conservation**
- **Research/Planning** Includes program evaluation, strategic planning, and establishing partnerships
- **Residency - School** Artist activities in an educational setting
- **Residency - Other** Artist activities in a non-school setting
- **Seminar/Conference**

- **Student Assessment** Includes measurement of student progress toward learning objectives. Not to be used for program evaluation.
- **Subgranting** – Local Arts Agencies only
- **Technical Assistance** with technical/administrative functions
- **Web Site/Internet Development** Includes the creation or expansion of Web sites, mobile and tablet applications, the development of digital art collections, interactive services delivered via the Internet, etc.
- **Writing About Art/Criticism**
- **None of the above**

ADDITIONAL PROJECT ACTIVITY TYPE (OPTIONAL): Select up to two additional types from the above list.

PROPOSED BENEFICIARIES OF PROJECT (OPTIONAL)
Select all groups of people that your project intends to serve directly.
NOTE: This question is optional. Your response will not be seen by panelists evaluating your application. It is for research purposes only. Your response will not be used in panel deliberations or in making funding decisions related to awards.

RACE/ETHNICITY: (Optional, choose all that apply)
U.S. federal government agencies must adhere to standards issued by the Office of Management and Budget (OMB) in October 1997, which specify that race and Hispanic origin (also known as ethnicity) are two separate and distinct concepts.

- No specific racial/ethnic group
- American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American - A person having origins in any of the Black racial groups of Africa.
- Hispanic or Latino - People who identify their origin as Hispanic, Latino, or Spanish may be of any race.
- Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

AGE RANGES: (Optional, choose all that apply)
- No specific age group
- Children/Youth (0-17 years)

- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

UNDERSERVED COMMUNITIES: (Optional, choose all that apply)
When thinking about the underserved communities your project intends to serve, please select the factors that limit their opportunities to experience or participate in arts programming:

- Geography
- Economic Status
- Ethnicity
- Disability
- Other limiting factors, please specify:
- No specific underserved/distinct group

Step 3: Submit the Grant Application Form

We strongly urge you to complete and submit the Grant Application Form and upload materials outside of the hours of heaviest usage, which are generally 8:00 p.m. to 11:59 p.m., Eastern Time, on the day of the deadline. Staff will not be available to help you after 5:30 p.m., Eastern Time.

Submit your materials prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit. When in doubt, contact NEA staff.

Before submitting, double check each section to confirm that it's complete, and that no information was lost when cutting and pasting.

Step 1: Validate
- To submit your application, you must provide a response to every item denoted with a red asterisk (*).
- Click the "Validate" link found at the top right corner of the page.
  - Click either "Validate All" to validate all the tabs *or* select each link to validate separately.
  - When the Validate button is clicked, the application will search for errors.
  - If there are no errors, the "Validate" link will change to green and each tab will have a check mark by it.
  - To clear validation messages, press the Esc key.
- This feature *does not* check to be sure that your application is complete. Carefully review the application instructions to be sure you have submitted each required item.

Step 2: Click Save and Submit
- The "Submit" button is only visible when you are on Organization & Project Data Tab.
- **You must click "Save" and then "Submit." If you do not click the "Submit" button, your application will not be received**.
- After submitting your application, you may log back into the Applicant Portal and make changes to your submission up until the system closes at 11:59 p.m., Eastern Time, on the day of the deadline. Click "Save" and "Submit" again when you are finished with any edits.

Step 3: Confirm Submission
- Ensure that your application was received by logging in to the Applicant Portal. On the first screen it will say "Submitted" if your application has been received. If your application has not yet been received, it will say "In Progress." Maintain documentation of your successful submission by taking a screenshot.
- **Use the "Print" function in the upper right corner to create a printable version of your application. We strongly recommend that you save a final copy for your records by choosing "Save as PDF" from your print dialogue box**.

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