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National Endowment for the Arts

Notice of Funding Opportunity: FY26 Research Labs

Application Instructions

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Click a heading below to navigate directly to that section.

Access for individuals with disabilities:

Contact the Office of Accessibility at 202-682-5532 / accessibility@arts.gov or 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.

Research Labs
Introduction

Components of this Notice of Funding Opportunity (NOFO):

APPLICATION INSTRUCTIONS (this document):
Includes:
- 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
    - Special attachments.
  - **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 in the Application Calendar on the next page and set a calendar reminder for yourself to avoid missing a deadline.
  - You may navigate to specific sections either by clicking on the headings in the table of contents, or by using the bookmarks sidebar.

RESEARCH LABS PROGRAM GUIDELINES DOCUMENT
Navigate to the "Program Guidelines" section on the [Research Awards webpage]() for essential information, 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 Program Guidelines in these instructions, so we recommend having both available while preparing your application.

Unless otherwise specified, the information that you provide will be reviewed in accordance with the Review Criteria found in the Research Labs Program Guidelines document (pg. 21). Your narrative should address each of these "Review Criteria" as relevant to your project.

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 guidance document under the "How to Apply" section of the [Research Awards](#) page. **All three required registrations must be active to submit Part 1 of the application through Grants.gov.**

Application Calendar

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

Step	Dates
Part 1: Grants.gov *Submission Deadline*	March 24, 2025 11:59 pm Eastern Time
Part 2: NEA Applicant Portal *Opens to Applicants*	March 27, 2025 9:00 am Eastern Time
Part 2: NEA Applicant Portal *Submission Deadline*	April 3, 2025 11:59 pm Eastern Time

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.

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 Research Labs Part 1 application package** on the Research Awards page by clicking on the link found under "How to Apply." This will take you **directly** to the pre-populated application package in Grants.gov. The package is typically posted at least one month prior to the Grants.gov submission deadline.

   o NOTE: The packages for the Research Labs and Research Grants in the Arts opportunities are different. Be sure to use the correct application package – the NEA will not transfer between opportunities.

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, please see further 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.

Submit Part 1 of your application by the date and time below:

GRANTS.GOV	DATE
Part 1: Grants.gov *Submission Deadline*	**March 24, 2025** **11:59 pm Eastern Time**

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.)

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 System for Award Management (SAM) 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. Review the information under [Items to Upload](#) for a list of allowable special attachment types, and instructions on how to submit them through the Applicant Portal.

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 **Unique Entity Identifier (UEI).** Enter your entity's UEI here. You can find your entity's UEI in the 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 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. The Congressional District that you enter here must match with the Congressional District that shown in the Business Information section of your organization's SAM 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." For 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 **January 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 that may be awarded. 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 section of the guidelines.

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 NEAs 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 on the application submission confirmation screen**.

Step 3: 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:

- 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.

- 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.

- 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 will make you ineligible to complete Part 2 of the application process.

Part 2 of your application will be 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 appropriate deadline will be able to access the Applicant Portal for 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 us at NEAResearchGrants@arts.gov.

Applicant Portal Submission Window

The Applicant Portal will be open for a one-week submission window, during which applicants will have access to complete and submit Part 2 of the application. Applicants will not have access to the portal before 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.

APPLICANT PORTAL ACCESS	DATE
Part 2: NEA Applicant Portal *Opens to Applicants*	**March 27, 2025** **9:00 am Eastern Time**
Part 2: NEA Applicant Portal *Submission Deadline*	**April 3, 2025** **11:59 pm Eastern Time**

Step 1: Access the Applicant Portal (AP)

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

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

- **User Name = Grants.gov Tracking Number (Example: "GRANT38906754")**
  - o Your Grants.gov tracking number is assigned to you by Grants.gov at the time you submit Part 1 of your application.
  - o A confirmation screen will appear in Grants.gov once your submission is complete.
  - o Your Grants.gov tracking number will be provided at the bottom of the screen.
- **Password = Agency Tracking Number/NEA Application Number (Example: "1425736")**
  - o The NEA assigns the number to your application 1-2 business days after you submit Part 1 of your application.

- o 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.
- o 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, data will be lost.
Browser issues: • The Applicant Portal is best viewed in the following browsers: Chrome 58+, Firefox 54+, or Microsoft Edge 44+. You should only open the Applicant Portal in one browser at a time to enter information. 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. • 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 • 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. • To strip the HTML, we recommend copying and pasting text into Notepad (if you're using a PC) or TextEdit (if you're using a Mac) before copying it into the Applicant Portal. • 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 the loss of 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:

- Tab 1: View Application Data
- Tab 2: Organization Info
- Tab 3: Project Details
- Tab 4: Project Budget
- Tab 5: Items to Upload
- Tab 6: Organization & Project Data

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

View Application Data

This section cannot be edited. If you find incorrect information on this page, contact NEA staff at NEAResearchGrants@arts.gov.

Organization Info

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

MISSION OF YOUR ORGANIZATION* *(500 character limit, including spaces)*

ORGANIZATIONAL CONTEXT FOR PROJECT ACTIVITIES* *(2,000 character limit, including spaces)*
Describe your organization's history and operations, as they relate to research.

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*

Organizational Units: For projects undertaken by a smaller organizational unit of a larger organization (such as an academic department), submit 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.**

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

FISCAL HEALTH* *(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).

Subtab: Operating History

Submit a representative list of your **operating history** for five (5) recent years/seasons prior to the application deadline.

This list should demonstrate **eligibility** (i.e., your organization's five-year history of operations). For the purpose of defining eligibility, "five-year history" refers to when an organization began its operations and not when it incorporated or received nonprofit, tax-exempt status. Where available, include **summaries and examples of your organization's experience in commissioning and/or conducting research** in the behavioral or social sciences, and communicating research findings and policy implications through reports and convenings for five recent years prior to the application deadline. **This should not be an exhaustive list of everything that you do, but rather a relevant sampling of your operating history from five recent years/seasons**.

If operations were affected by or 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.

REPRESENTATIVE EXAMPLES* *(1,000 character limit per year, including spaces)*
For each representative example, where applicable, include:

- Date
- Title, Work, Event, Program and/or Research Study
- Short description/abstract of the Title, Work, Event, Program, and/or Research Study
- Venue and City/State, if applicable
- Key Personnel and/or Artists

Providing information in bulleted or list form is acceptable. **Do not submit this information as a separate attachment.**

Project Details

Subtab: Project Activity

PROJECT SYNOPSIS* *(200 character limit, including spaces)*
Provide a brief synopsis for your proposed project. For example: "To support a research agenda and associated studies that will focus on The Arts and Community Health and/or Revitalization."

RESEARCH AGENDA SUB-TOPIC*
Select the category that best fits your project from the NEA priority research sub-topics below.

Measuring the impacts of the arts:
- On U.S. Economic Growth, and/or Civic or Business Innovation
- On Cognition and Learning
- On Health and Wellness for Individuals

See the NEA Research Agenda for more detail on the topic areas above.

PROJECT DESCRIPTION* (*30,000 character limit, including spaces*)
*Note: formatting such as bold, italics, underlining, and bulleting is **not** allowed in this field. Use paragraphs to organize your text.*

The information that you provide will be reviewed in accordance with the **Review Criteria**. Your narrative should address each of these "Review Criteria" and include information on the following, as relevant to your project.

If any of the activities related to your proposal are included in another NEA application or award, include the applicable application or award number, and clearly state that you are not requesting funding for the same activity. NOTE: You may not receive more than one NEA award for the same expenses/activities. There can be no overlapping project costs within the submitted budget with other federally funded projects, including from other federal entities.

Include information on activities that will take place *during the requested period of performance*. Be as specific as possible about actual activities and describe them in full. Do not merely describe the vision or long-term goals for the project. You may present information about a broader initiative, if applicable, but be very specific about the phase(s) of your project that are included in your request for funding (e.g., "funding is being requested for 'B' of 'ABC' activity).

Organize your response a), b), c), etc. and use the capitalized language in the instructions as a heading for each item. For example, heading a) will include the specific research questions you expect to focus on, heading b) will include your research agenda and motivation, heading c) will include a description of your keystone study, etc. Be as specific as possible about your plans for accomplishing all aspects of the project that will take place during the project period. **Do not include weblinks.**

IMPORTANT: If you do not include all the components listed below in this section, your application will be incomplete and will not be reviewed by panelists.

a. **SELECTED RESEARCH QUESTIONS (include at least two)**

b. **RESEARCH AGENDA AND MOTIVATION. Describe the overall vision for the NEA Research Lab and its research agenda.** This should include a description of short- and long-term project objectives, appropriateness and interdisciplinary nature of the NEA Research Lab

team and the activities for the NEA Research Labs program, and evidence that the research agenda is informed by extant literature, as appropriate. Include *brief* descriptions of studies and activities to be conducted during the initial period of performance. Additionally, include any potential plans to continue activities beyond the conclusion of the initial award's period of performance. This may include the continuation of studies, and/or training and mentorship for project personnel; as well as new activities, studies, or training, in the same or similar research topic area. **Strong justification for the research activities should be presented beyond merely restating that the NEA is interested in such activities.**

c. **DESCRIPTION OF THE KEYSTONE STUDY. Provide a detailed plan for a "keystone" study to be conducted and completed during the initial period of performance.** Provide a clear and detailed research design, including descriptions of any proposed qualitative, quantitative, or mixed-method design, and strong justification for the proposed design.

d. **WORKS CITED OR REFERENCES** of literature cited. A list of references should be included here. Do not upload an attachment with a list of references.

DATA ACCESS PLAN* *(5,000 character limit, including spaces)*

Describe your organization's right to access the data and/or collect the data specified in your application. Include information below that demonstrates your access, as appropriate, to your dataset/s. Institutional Review Board (IRB) approval documents and ethics on human subjects research protections certificates are encouraged and may be included as a special attachment; do not include images or links in the text box.

- Evidence that the data are in the public domain.

- If data was collected or will be collected outside of your NEA research application activities, detail the process that you will use to obtain access to the data, the date by which you will obtain the data and secure access rights, and, if applicable, time restrictions or other restrictions for accessing the data and the cost of the data.

- For projects that include *primary data* collection as a proposed project activity under the NEA research application, applicants must describe plans and/or status for both IRB and ethics training on human subjects research protections, as outlined below:

  o Explain your plans to obtain IRB approval. If IRB is needed, indicate the measures you have taken or plan on taking to gain IRB approval, and when IRB approval is expected to be obtained. While approval is not required at the time of application, if you are recommended for an award, you will be expected to submit a confirmation letter on the status of your IRB submission. If you receive an award, the NEA may withhold funds until IRB approval is provided to us.

  o Explain your plans to complete ethics training on human subject research protections. While certificates of completion of the trainings are not required at the time of application, if you are recommended for an award, you will be expected to submit active, unexpired certificates of a completion of a training module for *ALL* key

personnel involved with primary data collection or analysis of personally identifiable information from human subjects. If you receive an award, the NEA may withhold funds until active, unexpired certificates of completion are provided to us. The NEA does not specify or endorse any specific educational programs.

DATA MANAGEMENT PLAN* *(5,000 character limit, including spaces)*
Describe the types of raw data and meta-data to be generated by the project, and address any plans for sharing those data with other researchers and the public. At a minimum, data management plans should address:

- *Types of raw data (e.g., results of data collection) and meta-data (e.g., data collection instruments, codebooks)* to be produced in the course of the research project.

- *Standards to be used for raw- and meta-data format and content*. Where existing standards are absent or inadequate, this should be documented along with any proposed solutions or remedies.

- *Policies for sharing the raw- and meta-data with researchers and the public*, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements (to include but not limited to securing and handling Protected Health Information (PHI) and Personally Identifiable Information (PII)). This may include reference to HIPAA Privacy Rule, de-identification of personally identifiable information, IRB, and permissions and/or protections of minors and other sensitive populations as appropriate. To the degree possible, explain factors that may affect making the data publicly available. If appropriate, explain the lowest level of aggregated data that will be shared with others.

- *Plans for archiving the raw- and meta-data, and for ensuring continuous access to them* beyond the project period. Describe physical and virtual resources and/or facilities that will be used for data preservation. Include any third-party data repositories. Explain changes to any roles and responsibilities that will occur if the project leaders leave the applicant organization or project.

A valid data management plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification.

Subtab: Project Partners

SELECTION OF KEY ORGANIZATIONAL PARTNERS* *(1,000 character limit, including spaces)*
An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require cost share/matching resources from non-federal sources, organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way. If applicable, briefly describe the process and criteria for the selection of key organizations that will be involved in the project. Where relevant, describe their involvement in the development of the project to date. Where they remain to be selected, describe the selection procedures that you plan to follow and the qualifications that you seek. The NEA Research Labs program requires a **confirmed** partnership

at the time of application between the lead applicant organization and at least one "arts partner," defined as either (a) an arts organization *or* (b) an individual artist or culture bearer. If your arts partner is an organizational partner, include information on that partner in this section. If you do not have organizational partners, enter N/A in this text field.

DESCRIPTION OF KEY ORGANIZATIONAL PARTNERS: Include brief, current descriptions of the key organizational partners. You may include up to five (5).

- **ORGANIZATION NAME***
- **PROPOSED or COMMITTED*** *Select answer from drop-down*
- **ORGANIZATION TYPE*** *Select one from the following drop-down 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)
  - Other College/University
  - Government - State
  - Government - Regional
  - Government - County
  - Government - Municipal
  - Government - Tribal
  - Organization - Arts Nonprofit
  - Organization - Arts For-Profit
  - Organization - Other Nonprofit
  - Organization - Other For-Profit
  - Correctional Institution
  - Foundation
  - Healthcare Facility (e.g., hospital, clinic, or nursing home)
  - K-12 School/School District
  - Mass Transit
  - Military Base
  - Public Library
  - Religious Organization
  - TV or Radio Station or other Media Organization
  - Other; please specify: _____

- **DESCRIPTION OF THE ORGANIZATION** *(500 characters, including spaces, per partner)*, **including** the proposed role in the project.

Subtab: Key Individuals

SELECTION OF KEY INDIVIDUALS* (*1,000 character limit, including spaces*)
Briefly describe the **process and criteria for the selection** of key staff (including the project director), consultants, advisors, artists, designers - anyone who will be a key contributor to the success of your proposed project, regardless of their organizational affiliation - that will be

involved in this project. Describe how this team of key personnel demonstrates that your project is interdisciplinary in terms of research expertise, as appropriate. Where relevant, describe their involvement in the development of the project to date. The NEA Research Labs program requires a **confirmed** partnership at the time of application between the lead applicant organization and at least one "arts partner," defined as either (a) an arts organization *or* (b) an individual artist or culture bearer. If your arts partner is an individual, include information on that partner in this section. In addition, include information about the types of expertise and organizational characteristics you are looking for in your technical working group (specific names of individuals and their qualifications are not necessary). If you are applying for a project for which some of the key individuals are not yet identified, describe the selection process, i.e., open submissions, reading committee, selection by the artistic director, etc., and the qualifications that you seek.

BIOS OF KEY INDIVIDUALS
Include up to five (5) brief, current biographies of the key individuals, including the project director. **At least one bio of a key individual is required for this section.**
- **FIRST NAME**
- **LAST NAME*** Use this field for artistic group names or single names.
- **PROPOSED OR COMMITTED*?** *Drop-down*, select either "Proposed" or "Committed".
- **BIO*** *(1,000 character limit, including spaces)*
  Briefly describe the qualifications, roles, responsibilities, and percent of time to be devoted to the project for key personnel. Identify if the personnel will be involved with human subjects research and/or human subjects data (certificates of training in ethics for human subjects research are requested as a special attachment). Include, as appropriate: education; professional experience and honors; selected peer-review and non-peer review publications, including manuscripts in preparation or under review; history of ongoing and completed research support, including sources of support; and research skills, particularly those that are relevant for the proposed project. Include affiliations within the past year and through the following year.

Subtab: Additional Project Details

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

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. Our support of a project may start on or after **January 1, 2026**. The period of performance may be a minimum of 24 months and a maximum of 30 months. NEA Research Labs recipients will be required to submit quarterly progress reports to the NEA throughout the life of the award. Projects that extend beyond one year may be required to submit an additional annual progress report, and must include updated human subjects research ethics training and Institutional Review Board (IRB) materials as necessary. Your budget should include only the activities and

costs incurred during the requested period of performance. The dates you enter here will be used in the review of your application.

PROMOTION & PUBLICITY* *(1,000 character limit, including spaces)*
Provide plans to make all resulting research papers, presentations, and products accessible to the public—including, as relevant, to researchers and/or practitioners in the arts and other domains—through various distribution channels and modes. Describe the format of the products, including any novel and/or creative communication strategies, and taking into account the national scope of the project and its audience, and propose a timeline for their release. Also include your plan for your required NEA Lab website and any strategies for engaging the public, including social media. Describe partnerships, if any, for distributing the results. For projects that include the development of new arts interventions and/or research tools or models, describe the potential scalability and translational ability of the project. Describe how your NEA Research Lab will engage with other entities conducting research or practice in the selected topic area.

SCHEDULE OF KEY PROJECT DATES* *(1,500 character limit, including spaces)*
Describe key project planning and implementation dates, including the projected release dates of products. Include proposed time frames for the technical working group to respond to tasks and material that need their review and approval. Distinguish between studies or related activities that could occur during the initial period of performance, and any studies or related activities that might occur in a subsequent renewal's period of performance, if the award to be renewed. Costs incurred prior to January 1, 2026, cannot be included in the project budget. If you include activities that occur before January 1, 2026, in the schedule, make sure that those activities and costs are **not** included on the Project Budget form. Do not include costs related to a potential renewal award in your project budget.

PERFORMANCE MONITORING* *(1,000 character limit, including spaces)*
How do you define and how will you measure success from your project? Include plans to ensure fidelity of the data collection and program/therapy implementation through routine monitoring and oversight, as appropriate. Include plans for documenting and disseminating the project results, as appropriate.

ENGAGEMENT WITH INTENDED COMMUNITIES, PARTICIPANTS & AUDIENCES* *(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 the arts have been limited by factors such as their 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. The NEA recognizes that selection criteria in research projects that focus on specific populations are warranted where nondiscriminatory justifications establish that such criteria are appropriate for the scientific study design and/or the purpose of the research. Therefore, federal funding for research projects with a focus on a particular group or demographic may be permissible. For additional guidance regarding how this applies to the NEA grant program, please contact NEAResearchGrants@arts.gov. Please review the Assurance of Compliance.

Project Budget

Budget Template

Use the Research Labs project budget template to prepare your project budget in advance. The template 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 TEMPLATE TO THE APPLICANT PORTAL. You must complete the project budget webform within the applicant portal in order for your application to be accepted for review.**

Project Budget Guidance

Applicants may request between $100,000 and $300,000.

Applicants are required to provide a minimum 1:1 non-federal cost share/match. For example, if you are requesting the lowest funding amount of $100,000, you must show a minimum of $100,000 in cost share/matching funds, and your total project expenses must be at least $200,000.

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 Additional 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.

Applicants whose projects are recommended for awards will be asked to provide an updated project budget and project scope based on the amount of recommended funding.

NOTE: Organizations cannot receive more than one National Endowment for the Arts 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:

- **Subtab 1: Project Expenses**: A breakdown of all project expenses that will be supported with **both** the NEA Requested Amount *and* your cost share/matching funds.

- **Subtab 2: 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 $100,000 to $300,000.

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) *(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 should include costs covered by *both NEA funds and the Cost Share/Match*. Review We Do Not Fund (*Labs Program Guidelines,* pg.7) 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 your Period of Performance entered in the Additional 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 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 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 General Terms & Conditions 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 captioning and transcription vendors, as well as vendors for sign language interpretation and audio description, for cost estimates.
- Rental/purchase of equipment

- o Clearly identify equipment rental versus equipment purchase.
- o 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.
- o 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.
  - o 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.
  - o 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 the negotiated indirect cost rate agreement you have negotiated with the National Endowment for the Arts or another Federal agency. Enter the percentage of the ICRA as decimals.
  - This option is most often relevant to colleges and universities. It is rare for other types of applicants and grantees to the NEA to have an ICRA.
  - Important: If your organization has more than one federally negotiated rate approved in your ICRA, use the one most relevant to your project activities.
  - 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 choose 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 National Endowment for the Arts 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 $100,000, the total project costs must be at least $200,000 and you must provide at least $100,000 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 in 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.
  - You *may* include grants from your state arts agency, regional arts organization, or local arts agency as part of your cost share/match, as long as 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.
  - **Do not** include any other National Endowment for the Arts 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 National Endowment for the Arts (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.

Items to Upload

Files must be in PDF format, and must adhere to the page limits listed in the instructions above. Excess pages will be removed as will files that are not in PDF format. Do not include hyperlinks.

There is one required item that must be uploaded by **all applicants**: a letter of support from the arts partner.

- **REQUIRED*:** Statement of support (no more than one page in length) from your required arts partner (defined as either (a) an arts organization *or* (b) an individual artist or culture bearer) reflecting its support for and involvement in the project. If you have more than one arts partner, you can include one letter (no more than one page in length) from each of those partners. Do not provide a general statement of support for your organization. The statement should include the name and affiliation of the individual who provided it.

Beyond the above required item, additional optional items may be uploaded (examples and supporting documentation related to the data collection and analysis if not already discussed in other areas of the application). Examples related to the data collection and analysis are limited to the following types of documentation:

- **OPTIONAL**: **Evidence that documents your organization's right to access the data and/or collect the data specified in your application. (five (5) pages maximum, combine all materials into ONE PDF file). Include all documentation that applies:**
  - Evidence that the data are in the public domain.
  - Written permission that grants you the right to access the data specified in your application. The written permission **must** explicitly identify the holder of the access and the date of consent, and, if applicable, time restrictions or other restrictions for accessing the data and the cost of the data.
  - Evidence that guarantees that you will have the right to access the dataset(s) upon purchase. Detail the process that you will use, the date by which you will purchase the data and secure access rights, and the cost of the data.
  - For applicants who include **primary data collection** as a proposed project activity, documentation regarding whether or not IRB approval is needed to execute the project. If the documentation states that IRB approval is required, evidence that applicants have reached out to their preferred IRB or IRBs. If IRB approval is needed, then you should begin working with an IRB office as soon as possible. If you are recommended for an award, you will be expected to submit a confirmation letter on the status of your IRB submission. If you receive an award, the NEA may withhold funds until IRB approval is provided to us.

- **OPTIONAL: Evidence of ethics training in human subjects research protections for each** key personnel involved with primary data collection or analysis of personally identifiable information from human subjects (**combine all materials into ONE (1) PDF file**). Evidence can take the form of an active, unexpired certificate of completion of a training module.

The NEA does not specify or endorse any specific educational programs. Note: If you receive an award, the NEA may withhold funds until ethics training is provided to us.

- **OPTIONAL: Additional examples related to the data collection and analysis (five (5) pages maximum, combine all materials into ONE (1) PDF file)**, such as graphic representations of the framework or model guiding the research project, survey instruments, interview protocols, sampling design, relevant excerpts from codebooks, and other relevant information about the data collection and analysis methods. **Only include information that is relevant to the project in this item and that is specifically about data collection and analysis methods.**

The NEA may contact you for documentation of access, IRB status, and ethics training in human subjects research protections at any time.

Information About Uploaded Items

Your file names must not:

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

When naming your files use the prefix "Training" or "Permission" or "Examples."

For each item that you upload, you will find a descriptive field into which you will enter the following information, as appropriate:

Title box:

- Title each item with a unique name.
- Simply state the type of item using the prefix "Training" or "Permission" or "Examples."

Description box (*500 character limit, including spaces)*

- State the type of item.

Files must be in PDF format, and must adhere to the page limits listed in the instructions above. Excess pages will be removed as will files that are not in PDF format. Do not include hyperlinks.

Organization & Project Data

The National Endowment for the Arts collects basic descriptive information about all applicants and their projects. The information that follows will help the National Endowment for the Arts 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; does 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; does 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 grant 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 benefit from 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.

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 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 the 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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