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National Endowment for the Arts

Notice of Funding Opportunity: FY27 Grants for Arts Projects (GAP)

Application Instructions: Literary Arts

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For questions about application requirements, help choosing the right discipline, or problems with the NEA Applicant Portal contact NEA staff.

Access for individuals with disabilities: Contact accessibility@arts.gov to request an accommodation or an alternate format of the guidelines at least two (2) weeks prior to the application deadline.

For GRANTS.GOV help: Grants.gov is a government-wide portal, and NEA staff do 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.

Grants for Arts Projects

We strongly encourage applications for arts projects that focus on one or more agency funding priorities. Panelists will use the Review Criteria (*GAP Program Guidelines,* pg. 22) to evaluate your application. However, priority for funding will be given to those projects that align with the identified agency funding priorities, though consideration is not limited exclusively to these areas.

Literary Arts Program Description

Literary Arts supports projects in two areas: **Literary Publishing** and **Public Engagement/ Professional Development**. In previous years, each project type was accepted at a specific deadline, applicants can now choose either deadline, based on the timing of their project. This opportunity is intended for organizations, not individuals.

Literary Publishing

This project type is specifically for literary journals and independent and university presses that seek to **publish, distribute, and/or promote literary content** by contemporary writers and translators in such genres as poetry, fiction, drama, and creative nonfiction. Content may be published in print, digitally, and/or in audio formats, and should be in English, or English and another language. In addition to one or all of the above activities, proposals may incorporate any of the following:

- Efforts to advance the field of literary publishing, including fresh approaches to the development of literary content;
- Capacity-building activities, such as leadership and professional development, transition planning, and emergency preparedness.

Public Engagement/Professional Development

This project type is for literary arts centers, festivals, presenters, and other organizations that offer **literary arts programming and services** designed to promote and develop practitioners of, and audiences for, poetry, fiction, creative nonfiction, and spoken word. Proposals may include but are not limited to:

- Reading series, festivals, podcasts and other activities that engage the public with contemporary writers and writing;
- Conferences, residencies, workshops, and other professional development activities for working creative writers, as well as literary arts learning and exposure projects for people of all ages;
- Services to the literary arts field, such as peer-to-peer learning, technical and business assistance, field-wide information gathering; and capacity-building activities, such as leadership and professional development, transition planning, and emergency preparedness.

Legal Requirements and Assurance of Compliance Reminder

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.**

Apply

PRE-APPLICATION REGISTRATION: Before beginning your application, confirm your required registrations with Login.gov, SAM, and Grants.gov. **All three required registrations must be active to submit Part 1 of the application through Grants.gov.** More information can be found in the Registration PDF located in the *How to Apply* section of the GAP webpage.

APPLICATION COMPONENTS:

- **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, 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 AP are *separate* websites, with different submission deadlines associated with each part of the application. Check the submission dates found below and set a calendar reminder to avoid missing a deadline.

Related Document: GAP PROGRAM GUIDELINES PDF

We reference the *GAP Program Guidelines* found in the "Grant Program Guidelines" section of the GAP webpage in some places below, we recommend that you have it available while preparing your application.

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 best fits the timeline of your project.

Applicants will *not* have access to the Applicant Portal prior to the dates listed below.

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

	FEBRUARY CYCLE (GAP 1)	JULY CYCLE (GAP 2)
Part 1 Grants.gov *Submission Deadline*	February 12, 2026 11:59 pm ET	July 9, 2026 11:59 pm ET
Part 2 NEA Applicant Portal *Opens to applicants*	February 18, 2026 9:00 am ET	July 14, 2026 9:00 am ET
Part 2 NEA Applicant Portal *Submission Deadline*	February 25, 2026 11:59 pm ET	July 21, 2026 11:59 pm ET

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. **To access the Grants for Arts Projects application package:**
   - On the GAP webpage page, go to the **How to Apply** section.
   - Under **PART 1 GRANTS.GOV APPLICATION PACKAGES,** click the funding opportunity link to go directly to the pre-populated application package on Grants.gov.
   - NOTE: The February and July packages are different and are typically posted at least one month prior to each deadline. Do not use the February package to apply to the July deadline, we will not transfer applications between deadlines. The July deadline package will be available by mid-May 2026.
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).
   - **If the Apply button is grey or you receive a "bad request" error**, see instructions on how to troubleshoot.
3. **Create a Workspace application**:
   - Fill in the Application Filing Name field with your organization name, then
   - Click the **Create Workspace** button.
4. **Go to the Manage Workspace page**, where you can begin working on the application.

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. Do not type in all capital letters. Enter information directly into the form, do not copy and paste.

EMAILS: Due to government restrictions, 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. Assistance Listing Number & Title: Pre-populated.

3. Date Received: Automatically filled with the date when you submit Part 1; leave blank.

4. Funding Opportunity Number & Title: Pre-populated.

5. Applicant Information:

a. Legal Name: Enter 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 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, enter the **full 9-digit zip code** assigned by the U.S. Postal Service. The full zip code can be found on the USPS website.

c. Web Address: Provide your organization's website. This will be used for administrative purposes only and will not be used in application review. Note: Links submitted as work samples under Additional Items & Items to Upload in Part 2 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 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 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 used in your Grants.gov registration. Otherwise, Grants.gov will not validate your application and it will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is physically located. It 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 in the 5th Congressional District of California, enter "CA-005." If your state/jurisdiction has a single At-Large Representative or 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." Other text entered here will not be used in application review.

b. Project Description: Enter "N/A." Other text entered here will not be used in application review.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of performance. NEA support may start on or after:

- For applicants at the February deadline, **January 1, 2027**; or
- For applicants at the July deadline, **June 1, 2027**.

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 information for the individual who should be contacted regarding this application and the administration of an award. For the Telephone number, 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 already provided. 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 repetition.

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

The AOR must have legal authority to obligate your organization (e.g., be a senior member of staff such as an Executive Director or Director of Development). Contractors/consultants, including grant writers, or administrative support staff cannot serve as an AOR. See the NEA's General Terms and Conditions for who can serve as an AOR for colleges and universities.

NOTE: By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance on your organization's behalf with statutes outlined in the Assurance of Compliance and all related NEA regulations, as well as all applicable executive orders, and that it will maintain records and submit the reports that are necessary to determine its compliance.

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

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

The NEA strongly suggests you submit your application *well before the deadline* to provide time to resolve any problems. **Review the Grants.gov video tutorial on Workspace application submission.**

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.
  - 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** to 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 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.** 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.

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 Number.

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

Part 2 of your application will be submitted through the NEA's Applicant Portal (AP). 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 (AP)

Applicants who successfully submit Part 1 by the submission deadline will have access to the AP for Part 2 during a one-week submission window. For AP technical issues contact NEA staff.

Step 1: Access the AP

The AP is a separate website from Grants.gov. Log on at: https://applicantportal.arts.gov

- **AP User ID = Grants.gov Tracking Number (Example: GRANT38906754)**: The Grants.gov tracking number will appear on a confirmation screen when you submit Part 1.
- **AP Password = Agency Tracking Number/NEA Application Number (Example: 1425736)**: Assigned by the NEA 1-2 business days after you submit Part 1. The AOR may retrieve the agency tracking number when logged into Grants.gov:
  - Under *Grant Applications*, select *Check Application Status*.
  - Look for your Grants.gov Tracking Number and select *Details* in the Actions column.
  - The *Submission Details* screen will show your Agency Tracking Number/NEA Application Number.

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

TECH TIPS FOR THE AP
The AP User ID and Password can only be used by one person at a time. If multiple people use the User ID and Password at the same time to work on an application, data will be lost.
Click "Save" and log off if you plan to leave the AP with work in progress. Your session will deactivate after 30 minutes, which may result in the loss of content
Browser issues: ○ The AP 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. ○ Many problems can be solved by switching to a different browser. **However, you should only open the AP in one browser at a time.**
Character count issues: ○ Unseen HTML coding from word processing software may result character counts in the AP being higher than expected. This is often related to special characters such as ampersands, quotation marks, apostrophes, and brackets. ○ To strip the HTML, we recommend copying and pasting text into Notepad (PC users) or TextEdit (Mac users) before copying it into the AP. ○ Limit character counts by using a solution other than special characters (e.g., use italics instead of quotation marks for titles of works), using only one space at the end of sentences, and limiting the use of tabs.

Step 2: Fill out the Grant Application Form (GAF)

Application content is collected through the GAF, using a series of tabs and subtabs in which applicants will enter information. View the Grant Application Form Tutorial in Applicant Resources for a video walk-through of the AP.

All application questions and requirements can be found below. Use the fillable application checklist and template to prepare your material in advance. Text fields have character limits noted in parentheses. Required items are denoted with an asterisk (*), new items with a caret (^). *Do not include hyperlinks, unless requested.* Unsolicited hyperlinks will not be reviewed.

Part 1 Application Data Tab

Includes the following static information from Part 1 submission. It cannot be edited, contact NEA staff if you find errors.

- **Application ID**: NEA Tracking Number
- **Username**: Grants.gov Tracking number
- **Category**: Grants for Arts Projects
- **Name**: Organization Name

Organization Info Tab

Subtab: Organization Details

1. LEGAL/IRS NAME*: Enter your organization's Legal/IRS name. It must match the organization name you entered in Part 1.

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

3a. FOR THIS APPLICATION, ARE YOU SERVING AS THE PARENT OF AN INDEPENDENT COMPONENT (IC)?: Yes/No.
Information about official IC status can be found in the GAP Program Guidelines on pg. 16.

- **3b. If you select Yes:** Enter the name of the component.

4. YEAR FOUNDED*: Enter the year your organization began operating.

5. ORGANIZATION BACKGROUND* *(2,500-character limit, including spaces)*
Describe your organization's history, mission, and operations.

Subtab: Organization Budget

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. We may request additional information to clarify an organization's financial position. The figures you submit are subject to verification by the NEA. Unaudited figures are acceptable.

- ***Parent Organizations applying for ICs*:** Provide only the budget information for the IC.
- ***Organizational Units*:** For projects undertaken by a smaller unit of a larger organization (such as an academic department at a university, or an office, facility, or department of local government), submit only the information for the smaller unit and identify that the budget is for the smaller unit in the Fiscal Health section.

6. ORGANIZATION BUDGET:

	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)	*Auto fills*	*Auto fills*	*Auto fills*

For each of your organization's three most recent fiscal years, enter:

- **6a. FISCAL YEAR END DATE***
- **6b. TOTAL INCOME*:** Enter your organization's income. Sources may include earned revenues such as funds received from the sale of goods, services performed, or investments; as well as contributed funds, such as gifts, grants, loans, and in-kind contributions.
- **6c. TOTAL EXPENSES*:** Enter your organization's total operating expenses. Expenses may include salaries, fees, production/exhibition expenses, services, and administrative costs.
  - Organizations that do not have at least $20,000 in Total Expenses for their Most Recently Completed Fiscal Year will be marked ineligible.
- **6d. OPERATING SURPLUS/DEFICIT:** These fields will automatically populate in the AP.

7. 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 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 or organizational units, use the space to discuss the fiscal health of the component or unit and to explain the relationship that it has with the larger entity.

Arts Programmatic History Tab

Provide ***one*** (1) example of previous arts programming per year for each of five (5) **separate** calendar years prior to the application deadline.

Information provided here will be used to determine eligibility. Applicant organizations must have completed at least one arts activity in each year for five (5) separate years prior to the application deadline to be eligible.

- 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.
- You may include arts programming examples that occurred before the organization received non-profit, tax-exempt status.
- Organizations that previously operated as a program of another institution may include arts programming carried out while part of that institution.

8a. MONTH^* & 8b. YEAR* *(Drop down menus)***:** Select the month and calendar year that each programming example began, with the most recent year first (e.g., 2025, 2024, etc.). Available years are 2018-2025. Include specific dates in the Programming Example textbox.

8c. PROGRAMMING EXAMPLE* *(Five fields: 750-character limit each, including spaces)*
For each year, provide one (1) example of arts programming. Submit information in bulleted or list form using the prompts below; do not include additional details. For each example include as relevant:

- Date(s)
- 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.
- Touring Info, if applicable
- For Publishers, provide data that demonstrates online and/or print readership

Project Details Tab

Subtab: Project Activity

9. NEA DISCIPLINE FOR PROPOSED PROJECT* *Drop down, select: Literary Arts*
Select the discipline that most closely aligns with your proposed project activities, not necessarily with your organization as a whole. Contact us if you have questions.

- **9b. DISCIPLINE SUB-CATEGORY*** Select the sub-category that aligns with your project type:
  - Literary Publishing
  - Public Engagement/Professional Development

10. PROJECT PURPOSE^* *(200-character limit, including spaces)*
Provide a one sentence statement identifying the primary purpose of the project beginning with "To support." Example: *To support a production of XYZ*.

11. PROJECT SUMMARY^* *(500-character limit, including spaces)*
Provide two to three short sentences summarizing the major activities of the project. Example: *The production, a collaboration between Artist Name and Artist Name, will premiere at the ABC venue. Engagement activities for the local community may include workshops and discussions.*

12. PROJECT DESCRIPTION* *(5,000-character limit, including spaces)*
We fund arts projects and make awards for specific, definable activities. Describe the proposed arts project you would like us to support. Be as specific as possible about the project activities that will take place during the period of performance. **Do not describe unrelated organizational programming.** For information about what may not be included in a project, see Unallowable Activities/Costs (*GAP Program Guidelines,* pg. 9).

Provide information on each of the following, as relevant:

- Specific **activities** that will take place during the project period.
- **Artists, productions, performances, exhibitions, publications, and/or works of art** that will be part of the project.
- The **content and themes** of activities and works of art.
- For project components involving creation, include information about the **process to develop the new works**.
- **Related components**, including engagement, outreach, or educational activities.

NOTE: Activities, artists, and works of art do not need to be confirmed when submitting a proposal. However, applicants with projects recommended for funding must submit an updated list for NEA approval before an award is finalized. Depending on the proposed changes, awards may be delayed or the offer withdrawn.

Subtab: Additional Project Details

13. PROPOSED PROJECT START DATE*/END DATE* (*Calendar selections)*: MM/DD/YYYY
NEA support of a project may start on or after:

- For February applicants: **January 1, 2027**
- For July applicants: **June 1, 2027**.

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*, *6/1/27 – 12/31/27*). These dates will be used in application review.

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 identified here.

14. SCHEDULE OF KEY PROJECT DATES* *(1,500-character limit, including spaces)*
Provide a timeline of when project activities will occur. 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.

15. ENGAGEMENT WITH INTENDED COMMUNITY, PARTICIPANTS & AUDIENCE* *(2,000-character limit, including spaces)*
Describe the intended communities, participants, or audiences involved in the project activities. Clearly explain how you will engage these groups.

Where applicable, describe how this project will engage with underserved groups/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.

NOTE: 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 activities. Your application should make it clear that project activities are not exclusionary. Please review the Assurance of Compliance.

16. PROJECT GOALS AND MONITORING* *(1,000-character limit, including spaces)*
What are your goals for this project? What benefits will there be for your organization, or people and communities served by your project? Describe how you will monitor progress

toward your project goals, and how data or feedback gathered will be used. Examples include surveys of program participants, measuring attendance, and third-party program evaluations, among others. If applicable, include plans to share learnings and outcomes.

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.

Subtab: Project Partners & Key Individuals

17. SELECTION OF PROJECT PARTNERS & KEY INDIVIDUALS^* *(1,500-character limit, including spaces)*
Provide a detailed description of the selection process and criteria used to select artists, other key individuals, and project partners. This applies to all projects, even those where artists, individuals, and partners are unconfirmed or yet to be selected. Include a timeline for the selection process.

18. INFORMATION ABOUT PARTNERS AND INDIVIDUALS*
Include *at least one and up to ten* key individuals (e.g., staff, artists, consultants, etc.) **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:

- **18a. INDIVIDUAL or PARTNER ORGANIZATION NAME*** *(100 characters, including spaces)*
- **18b. PROPOSED or COMMITTED*:** Select "Proposed" or "Committed"
- **18c. INDIVIDUAL/PARTNER ORGANIZATION TYPE*:** *Drop-down*
  - Select **Individual** for staff, artists, teaching artists, collaborators, consultants, etc.,
  - For **Partner Organizations**, choose *one* category that best describes the organization:
    - 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 Non-profit
    - Organization - Arts For-Profit
    - Organization - Other Non-profit
    - 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

- **18d. INDIVIDUAL BIO/ PARTNER DESCRIPTION and ROLE*** *(1,000-character limit, including spaces)*
  Describe the **individual or partner's role in the project,** and their **professional experience or knowledge** relative to this project.

Project Budget Tab

Project Budget Guidance

Use the fillable GAP project budget template to prepare your project budget in advance. DO NOT UPLOAD THE TEMPLATE TO THE AP. You must complete the project budget webform within the AP for your application to be accepted for review.

Applicants must provide a minimum 1:1 non-federal cost share. **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, and $20,000 in total project expenses will be deemed ineligible and will not be reviewed.**

All items in your budget, whether supported by NEA funds or your cost share funds, must be reasonable, necessary to accomplish project objectives, allowable in terms of the NEA's General Terms and Conditions, allocable to your proposed activities, and occur during the Period of Performance (period of support) entered in the Project Details tab. Organizations cannot receive more than one NEA award for the same expenses/activities. Do not include project costs supported by any other federal funds or their cost share, including costs that are part of applications or grants by partner organizations. **Review Unallowable Activities/Costs (*GAP Program Guidelines*, pg. 9) before completing your project budget.**

Project Budget Form

The project budget form in the AP will auto-calculate each section and overall totals. The number of lines available in each section is static – you cannot add additional lines.

19a. AMOUNT REQUESTED FROM THE NEA*: Enter the requested amount. GAP Literary Arts applicants may request $10,000 to $100,000.

PROJECT EXPENSES/INCOME SUMMARY TABLE: The table will automatically populate with totals for each section of the project budget. Refer to this summary table to confirm that your total income and total costs/expenses are equal. The table includes:

- **Amount Requested from the NEA**
- **Total Cost Share for this project:** Total Cash + Total In-Kind
- **Total Project Income:** Total Cost Share + Amount Requested from NEA
- **Total Project Costs/Expenses:** Total Direct Costs + Total Indirect Costs

19b. ADDITIONAL PROJECT BUDGET NOTES (OPTIONAL) *(750-character limit, including spaces)*
Provide information to clarify any line item 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*. All activity funded with NEA funds or cost share funds must take place in the U.S. or U.S. jurisdictions.

DIRECT COSTS

Costs directly identified for the project and incurred during the period of performance. Include third-party in-kind contributions as expenses to ensure allowability.

19c. DIRECT COSTS: Salaries and Wages

Direct Costs Salaries and Wages covers compensation for administrative and artistic personnel paid on a salary basis. List key staff positions for the project. Combine similar job functions if necessary. Contractual personnel and artists paid on a fee/stipend basis should be included 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.

Title and/or Type of Personnel	Number of Personnel	Annual or Avg Salary Range	% of time devoted to the project annually	$ Amount
			Total Salaries and Wages	$
Fringe Benefits ($ Amount)				
Total Salaries and **Fringe Benefits**	$			

Salaries and Wages dollar amounts must be prorated for the length of the Period of Performance entered in the Project Details tab. For example:

- **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, enter a total dollar amount of $25,000.
- **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.

Enter an amount for **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 not included as indirect costs.

Salaries and wages must be estimated at rates no less than the prevailing minimum compensation as required by the U.S. Department of Labor Regulations (see Legal Requirements.) Development and/or fundraising costs are only allowable if they are associated with managing the project or fundraising for the required project cost share. All other development and/or general fundraising costs are not allowable.

19d. DIRECT COSTS: Travel

Enter the **number of travelers**, the geographic locations they will be **travelling from** and **to**, and the **dollar amount** for each.

Number of travelers (20 char. max)	**From (location)** (50 char. max)	**To (location)** (50 char. max)	**$ Amount**
		Total Travel Expenses	$

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 already included as part of an artist fee.
- List all trips -- both domestic and international -- individually.
- All international travel included in this budget ***must:*** be specified by country of origin or destination and relate to activity outlined in your narrative; conform with government regulations, including those of the U.S. Treasury Department Office of Foreign Asset Control; and be booked on a U.S. air-carrier when this service is available. See the General Terms & Conditions for detailed information.

19e. DIRECT COSTS: Other

Enter a **Description** and **Dollar Amount** for each line item. If needed, group similar items together on a single line, with only one total cost. Include contractual personnel and artists paid on a fee/stipend basis here.

Description (100 char. max)	**$ Amount**
Total Other Expenses	$

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.
  - Contracts of more than $15,000: identify the item/service and relation to the project.
  - For procurement requirements related to contracts and consultants, see 2 CFR 200.
- For Local Arts Agencies subgranting projects, include subgranting dollars as project expenses in this section.
- Production/technical costs
- Promotion, marketing, and outreach
- Acquisition fees, rights
- Evaluation and assessment fees
- Telephone, photocopying, and postage
- Supplies and materials. Identify the type of supplies/materials and their purpose. (e.g., “Art 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). Applicants should check with vendors for cost estimates.
  - Videos, films, television broadcast projects, and virtual streamed events must be closed or open captioned, and radio and podcast programs must be transcribed.
- Rental/purchase of equipment
  - Clearly identify equipment rental versus equipment purchase.
  - For equipment purchase with a unit/item cost of $10,000 or more and an estimated useful life of more than one year, identify that item here. Provide justification for the purchase(s) either in the Additional Project Budget Notes or Project Description.
  - Computers, mobile devices, or other new technologies are considered supplies if less than $10,000 per item regardless of the length of useful life.
  - Applications with a budget that includes *only* costs for equipment rental/purchase and no other expenses will be marked ineligible.
- Portion of Space/Facilities costs such as mortgage principal, rent, and utilities, as allocable to the project.
- Other *clearly identified* project-specific costs.

19f. INDIRECT COSTS

Applicants have the option to include Indirect Costs. **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. **If you plan to include indirect costs, please refer to the Indirect Cost Guide for detailed guidance**.

Enter the name of the **Federal Agency**, the percentage **Rate** (as decimals), and the **Base** (total modified direct costs).

Federal Agency (Name; 50 char. max)	
Rate Agency (.0000)	
Base	
Total Indirect Costs	$

Organizations *with* a federally negotiated indirect cost rate agreement (NICRA):

- Calculate Indirect Costs using your federally negotiated NICRA. You may include a rate lower than your NICRA, if needed. Do not use an expired NICRA.
  - Enter the name of the federal agency that your organization negotiated the rate with.
  - It is rare for GAP applicants to have a NICRA. It is most often relevant to colleges and universities. GAP applicants may not use a Research indirect cost rate.
  - Recommended applicants must provide a copy of their NICRA.

Organizations *without* a federally negotiated Indirect Cost Rate Agreement (NICRA):

- **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. Do not double count costs already included separately in your budget.
  - The amount 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.

Budget Subtab: Project Income

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.

Cost share funds may be all cash or a combination of cash and in-kind contributions as detailed below. **If you include IN-KIND contributions in your cost share, you must also include them as direct costs to balance your budget.** Cost share funds do not need to be secured at the time of application. Asterisk (*) those funds that are committed or secured.

19g. APPLICANT CASH

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

Enter a **Description** and **Dollar Amount** for each cash source.

Description (100 char max)	**$ Amount**
Total Cash	$0

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

- Include goods, facilities, or services contributed by your own organization.
- Federal funds cannot be used as cost share for NEA awards. **Do not** include any other NEA or other federal awards, in your cost share.

- You *may* include grants from your state arts agency, regional arts organization, or local arts agency as part of your cost share, as long as those grants do not include subawarded federal funds or funds used as cost share for a federal award. You can check with the funder to confirm the source of the funding.

- Applicants with a *current* federally-negotiated indirect cost rate *may* use unrecovered indirect costs as part of the cash cost share. Unrecovered indirect costs generally are used only by large organizations such as colleges and universities.

19h. THIRD-PARTY IN-KIND CONTRIBUTIONS

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

Enter a **Description** and **Dollar Amount** for each in-kind source.

Description (100 char max)	**$ Amount**
Total In-Kind	$0

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.

To qualify as cost share 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 to which you are applying*.

Only submit material specifically requested below, 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. Do not use these sections to add more information for other areas of the application.

Additional Items Tab

Three fields: 3,000-character limit each, including spaces
Enter N/A in any of the three fields you do not use.

Use only as much space as is needed to respond to the items requested. Do not submit general statements of support unrelated to the project, PDF versions of the items below, or unsolicited information.

Literary Publishing Projects

Magazines and Journals:

- Describe your policy for paying writers and/or translators.
- Print publication projects:
  - Provide your most recent print run information, as well as circulation figures, detailing paid and unpaid subscriptions and single-copy sales.
  - Provide the name of your distributor or briefly describe your distribution plan.
- Online publication projects: provide readership figures.

Presses:

- For each proposed work, list author and/or translator payments, print runs, and expected sales (units sold).
- If your project involves publishing an anthology, provide a sample table of contents.
- Provide the name of your distributor or briefly describe your distribution plan.

Public Engagement/Professional Development

- Briefly outline your policy for compensating writers and artists who participate in your program.
- If your project includes a nationally-distributed publication with a field-wide focus (such as from a service organization), follow the instructions for the Literary Publishing deadline above.

Items to Upload Tab

Work Samples*

Work samples are required. They are a critical part of your application and considered carefully during application review. Work samples should demonstrate the artistic excellence and artistic merit of your project. **Panelists will spend up to 20 minutes per application reviewing work samples. They should be recent, concise, of high quality, and directly relate to the proposed project.** Too many samples can be counterproductive, be selective in what you choose to submit. **The total space available for work samples is 250MB.**

WORK SAMPLE SUBMISSION:

See pg. 27 for guidance on what to submit and allowable limits for each type of sample.

Upload *separate* PDFs based on work sample type:

1) **AUDIO, VIDEO, & WEBSITE Links**: Upload ***one (1)*** **PDF** with clickable links to ALL audio clips, video clips, and/or website work samples on an external hosting site (e.g., Vimeo, YouTube, etc.). Do not submit links on separate PDFs.
   - We recommend that videos be closed or open captioned.
     - YouTube captioning resources
     - Vimeo captioning resources
   - It is the applicant's responsibility to ensure links are active at the time of application and **for at least 6 months** following the date of funding notification.
     - February 2026 applicants: links should remain active through May 2027.
     - July 2026 applicants: links should remain active through October 2027.
2) **IMAGES**: Upload ***one (1)*** **PDF** with images, separate from your links. Images may be on separate pages but should not be uploaded as multiple PDFs.
3) **DOCUMENTS**: Upload each document as specified in **Work Sample Types & Limits**.

TECHNICAL GUIDANCE: AP FILE UPLOAD & DESCRIPTIONS
File Naming: Files may fail to upload if the file name: • Exceeds 100 characters. • Begins with a space, period, hyphen, or underline. • Contains these characters: #%&{}\<>*?/$!'":+`=|"@
There can be a delay between the upload of your work samples and seeing them in the AP. Do not immediately assume that your upload failed; wait and try again. Close to the deadline, upload time may be longer due to high traffic, do not wait until the night of the deadline to begin uploading.

TECHNICAL GUIDANCE: AP FILE UPLOAD & DESCRIPTIONS

AP UPLOAD BOX: For each item, provide the following information

A. TITLE:

- ***Documents*:** State the title of the work, organization name, or artist represented, and the type, e.g., script excerpt, teacher's guide, etc.
- ***PDFs with links/images*:** Summarize the content, for example "Image Work Samples."

B. DESCRIPTION: *500-character limit, including spaces*

- ***Documents:*** Provide a brief description including how the document relates to the proposed project, and creative credits if relevant (Artist, Designer, Author, Playwright, Composer, Librettist, Lyricist, etc.,)
  - For books and manuscripts excerpts or catalogues: Titles and authors.
  - For journals: Volume and issue numbers.
- ***PDFs with links/images:***
  1. **In the upload description box**: Provide a brief overview of the samples, for example "Work samples for proposed artists, Jane Doe and Company ABC."
  2. **In each PDF document:** Include the following with each link or image, as relevant:
     - **Creative credits**: Company, Ensemble, Artist, Director, Designer, Author, Playwright, Composer, Librettist, Lyricist, Choreographer, Key Performers, etc.,
     - **Title** of work/activity.
     - **Date** work created and performed, exhibited, or published.
     - *For visual art images*: dimensions of the artwork, and the medium.
     - *For audio and video*: length of the sample.
     - *For audio/video compilations*: provide time stamps for each work.
     - *For websites*: specify what section or area of the website should be reviewed.
     - **A brief description**, including how the work sample relates to the proposed project.
     - **Cueing details**, passwords, or other navigation information.

Work Sample Types & Limits

FORMATTING:

- **Work that exists in published form** (e.g., an excerpt from a published journal or book) may be provided in its published layout, provided that it is easily viewed on screen.
- For **work that has not been published**, leave a margin of at least one inch at the top, bottom, and sides of all pages, and use double-spaced text. Use only 8.5 x 11-inch size pages. Do not reduce type below 12-point font size. Within each PDF, number pages sequentially; place numbers on the bottom right-hand corner of each page.

DO NOT SUBMIT:

- Files in a format other than PDF (e.g., Word, Excel, PowerPoint, aac, avi, mov, mp3, mp4, mpa, mpeg, wav, wma, wmv).
- Links to sites that require work samples to be downloaded (e.g., Dropbox, Google Drive), or sites that require a user account.
- Items that we do not request or that exceed the stated limits.

Literary Publishing Projects

For Presses: Required
• A five (5) page excerpt in English from each book that will be part of the project. If a proposed book will be selected through a contest and has not yet been chosen, provide a five-page excerpt from a past book selected through that contest.
  ○ Clearly label and combine excerpts into a single PDF file.
  ○ Book descriptions and author bios should be provided in the application narrative, not here.
• A PDF of your most recent catalogue or a PDF with a link to a backlist of recently published titles.
For Presses: Optional
• A PDF with up to five (5) images demonstrating design and/or formatting of past publications.

For Journals: Required • A cover image (if applicable) and five (5) page excerpt in English from up to three issues published within the last three years.   ○ If your publication is an online journal that does not bundle content into issues, you may instead provide up to 15 pages of excerpts from pieces published in the last three years. • Combine samples into a single PDF file.
All Publishing Applicants: Optional • One (1) PDF, up to ten (10) pages, with any combination of promotional and outreach material and press coverage. Do not include links. • One (1) PDF, up to five (5) pages, with project-related performance results/data not provided elsewhere in the application. Do not include links. • For projects that include audio or video components: A total of up to three (3) links to audio or video samples of no more than three (3) minutes each.

Public Engagement/Professional Development

We encourage you to provide only those items that enhance the information in your application. **Do not submit links, except for Audio or Video samples.** Submit one or more of the following:

- One (1) PDF, up to ten (10) pages, with any combination of promotional and outreach material and press coverage.
- One (1) PDF, up to five (5) pages, with project-related performance results/data not provided elsewhere in the application.
- One (1) PDF, up to five (5) pages, with sample curricular material.
- One (1) PDF, up to five (5) pages, with excerpts from a project-related publication
- Up to three (3) links to audio or video samples of no more than three (3) minutes each. We do not recommend providing content that simply features speakers at a podium.

Organization & Project Data Tab

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

20. APPLICANT ORGANIZATION DESCRIPTION*: Select a description that best describes your organization:

- 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

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

22. PROJECT ACTIVITY TYPE*: Select the option that best describes your proposed project:

- **Apprenticeship/Mentorship**
- **Arts & Health** Includes creative arts therapies and other arts and health programs.
- **Arts Instruction** Lessons, classes, and other means to teach knowledge of and/or skills in the arts
- **Artwork Creation**
- **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** 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** 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** 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** 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** 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**

23. PROPOSED BENEFICIARIES OF PROJECT (OPTIONAL): Select all groups of people that your project intends to serve directly.

23a. 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)

23b. UNDERSERVED GROUPS/COMMUNITIES (Optional, choose all that apply): If your project intends to serve underserved groups/communities, select the factors that limit their opportunities to benefit from arts programming:

- Geography
- Economic Status
- Ethnicity
- Disability

Step 3: Submit the Grant Application Form

We 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 pm to 11:59 pm, Eastern Time, on the day of the deadline. Staff will not be available to help you after 5:30 pm, Eastern Time.

Submit your materials prior to the deadline to give yourself ample time to resolve any problems. You take a significant risk by waiting until the day of the deadline to submit.

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 an asterisk (*).
- Click the "Validate" link found at the top right corner of the page to search for errors.
  - Each tab with no errors 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. 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.
- **If you do not click the "Submit" button, your application will not be received**.
- After submitting your application, you may log back into the AP and make changes until the system closes at 11:59 pm, Eastern Time, on the day of the deadline. Click "Save" and "Submit" again to save any edits.

Step 3: Confirm Submission

- Ensure that your application was received by logging in to the AP. 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. Save a final copy for your records by choosing "Save as PDF" from your print dialogue box**.

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