

CFDA No. 45.024
NEAPS1601

Program Solicitation: National Endowment for the Arts (NEA) Military Healing Arts Partnership

Proposal Receipt Deadline: April 14, 2016

The National Endowment for the Arts requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted proposal no later than 11:59 p.m., Eastern Time, on the deadline date above. We strongly recommend that you **submit your application by April 5, 2016** to give yourself ample time to resolve any problems that you might encounter.

Background

The National Endowment for the Arts (NEA) is at the forefront of a national initiative to support arts and health in the military. The NEA Military Healing Arts Partnership (Partnership) supports creative art therapies and arts engagement activities to help the nation's wounded, ill, and injured service members and their families in their processes of recovery, reintegration, or transition to civilian life.

The Partnership between the NEA and the U.S. Department of Defense (DoD) began in 2011 when the National Intrepid Center of Excellence (NICoE) Walter Reed National Military Medical Center (WRNMMC) in Bethesda invited the NEA to expand NICoE's creative arts therapies program. This program uses an integrative healthcare model incorporating creative arts therapies at the core of integrative care to treat service members with mild traumatic brain injury and associated psychological health conditions. Creative arts therapies are non-invasive and cost-effective medical treatments in which credentialed Creative Arts Therapists (CATs) work as part of an interdisciplinary team and alongside other health professionals to create individual treatment plans with patient-centered goals that yield measurable results. Patients may receive modalities such as art therapy, music therapy, and therapeutic writing to improve health conditions for a wide range of medical, physical, neurological, and psychological health conditions. Previous patients have described how art therapy interventions have improved their cognitive skills and ability to process trauma and confront issues relating to frustrations, transitions, anxiety, and grief.

After piloting the program at the NICoE in Bethesda, the Partnership successfully replicated the program to enable similar support for the NICoE Intrepid Spirit-One Satellite in Fort Belvoir, VA. By the end of 2015, the program had served more than 1,000 active duty Service Members.

In the coming months, the NEA Military Healing Arts Program will rapidly expand to serve an increased number of Service Members and their families in both clinical and community-based settings. To expand the network from three to approximately 12 operational locations by fall of 2016, the Partnership is currently assessing and selecting additional sites across multiple geographic areas. The Cooperator selected under this Program Solicitation will provide administrative and management support as the program expands, including NICOE/Walter Reed, MD; Fort Belvoir, VA; and programs being delivered in community settings (see Estimated Schedule).

Programs will be delivered in both clinical and non-clinical settings and will coordinate efforts with state and local arts agencies to expand participation among Service Members and their families to help connect them with arts providers and arts assets that exist in the communities where they live. These collaborations will diversify the program's offerings and foster improved military and non-military community integration in the coming years.

Scope of Work

The purpose of this Program Solicitation is to select an organization (Cooperator) to provide management support for the NEA Military Healing Arts Partnership at military treatment facilities and additional community-based settings. In brief, the Cooperator will:

Provide administrative support for creative arts therapies programs and arts engagement opportunities for Service Members with traumatic brain injuries and associated psychological health conditions, and their families.

Projects must include these components:

1. Support for targeted creative arts therapies treatments in clinical settings, as well as arts intervention and engagement activities in military treatment facilities and community-based venues, across approximately 12 geographic locations.
2. Development support and dissemination of project resource materials, learning tools, playbooks, toolkits, and curriculum for program participants and facility staff.
3. Consultation and administration support to the Partnership's research, outreach, education, and communications activities.
4. Coordination and support for community wellness activities in community settings for Service Members and their families involving state and local arts agencies and local arts organizations and providers.

Details for each of these program elements can be found under Detailed Requirements below and in the budget instructions.

Detailed Requirements

The Cooperator will work in close consultation with the NEA Project Director, and through the NEA Project Director with other National Endowment for the Arts and military staff as appropriate, on all aspects of this program. The NEA Project Director will be the Senior Advisor for Innovation to the Chairman.

The Cooperator will:

- Work with the NEA Project Director to refine the details and schedule of all project components.
- Collaborate with National Endowment for the Arts staff and another Cooperator who is responsible for program management and other support services not listed in this program solicitation (including the execution of Military Memorandums of Understanding, development of playbooks, program site selection matrix, and other program evaluation activities).
- Provide administrative support for all activities of the program that include 1) creative arts therapies treatments in clinical settings, and 2) arts intervention and engagement activities at military treatment facilities or community-based venues, across approximately 12 geographic locations. Community wellness activities (e.g., community/military family summit-festival or convening, or other community arts engagement support) taking place in community-based settings may extend beyond the period of performance of this Cooperative Agreement. Provide best estimates of the delivery of the community wellness services.
- Engage staff or consultants as necessary to support creative arts therapies programming and arts interventions and engagement activities, which may include Healing Arts programs such as (but not limited to) music, therapeutic writing, and visual art-based activities, designed and implemented to integrate with mental and physical health care treatment for patients at military treatment facilities and in other community-based venues. The NEA Project Director must approve all of the proposed sessions, consultants, and curriculum materials. Ensure staff and consultants hired to support the program have the credentials to work onsite. Coordinate with Military installation point of contact to ensure facility access for all consultants.
- Support 1-2 Creative Arts Therapists (CATs) at each site, in addition to other visiting artists, facility staff, and arts providers.
- Support the development and implementation of learning assessment plans, play books, tool kits, protocol/curriculum templates and evaluation tools. Scopes of work for contracted consultants, CATs, and session leaders/instructors should state requirements to utilize these tools.

- Provide payments to CATs, session leaders, artists and consultants, and other providers within 30 days of invoicing.
- Coordinate program training and schedules with facility staff, CATs, visiting artists and/or arts providers who will deliver arts intervention and engagement opportunities for caregivers and family members along with the active military patients and veterans at military treatment facilities or community venues. Ensure there is an adequate number of curriculum documents, playbooks, and other materials for each session.
- Arrange for the availability of appropriate hardware and software, and other appropriate material to support the creative arts therapies programming (e.g., computers, Digital Audio Workstations (DAW), visual arts, music, and writing supplies, etc.).
- Provide assistance and consultant contracting support for activities related to the Partnership's research program. These activities could include, but are not limited to:
 - Development of research protocols.
 - Development of outreach, education, and communications plans such as:
 - Manuals, playbooks, and toolkits,
 - Communications materials and content, and
 - Other forms of technical support to promote best practices designed and evaluated via the Partnership across the Military Health System.
- All public communications, including creating content for posting on the National Endowment for the Arts' website, newsletters, press releases, and conference reports, as well as speaking engagements and contacts with press, must be approved by the NEA Project Director in consultation with the National Endowment for the Arts' Office of Public Affairs (OPA). Any media opportunities and spokespeople must be coordinated with and approved by the OPA.
- Ensure acknowledgement of the National Endowment for the Arts support in all materials pertaining to the program. Such acknowledgement should read as follows: "The National Endowment for the Arts Military Healing Arts Partnership is a landmark collaboration between the National Endowment for the Arts and the Department of Defense dedicated to advancing the impacts of the healing arts to improve the health and wellness of military populations. The program has programmatic support from Cooperator Name TBD." Additional crediting requirements may be provided to the Cooperator.

- Secure National Endowment for the Arts approval of any consultants, contractors, or partner organizations that will be working on this program, before they are engaged.
- Follow the Cooperator's approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this project. In addition, the Cooperator should be aware of the Uniform Guidance procurement standards described in 2 CFR 200.318. Consultants or vendors engaged by the Cooperator as part of this project will be required to agree that any information gathered will be used only for the purposes described in the Cooperative Agreement. The Cooperator will coordinate and make payment for all travel arrangements of consultants or vendors selected by the Cooperator as part of this project.
- Provide the NEA Project Director with monthly project updates, in a mutually agreed upon format. Situations may require more frequent updates to the NEA Project Director and shall be requested as necessary.
- Maintain regularly updated, detailed and accurate records of all activities carried out under the Cooperative Agreement to date. This should include: Number of activities completed and scheduled; payments made to consultants to date; other expenses incurred, etc. The key performance indicators for quarterly reporting will be established by the NEA Project Director. Provide quarterly reports including this information to the NEA Project Director.
- Obtain any necessary rights, permissions, licenses, and releases as appropriate to the project. The NEA Project Director will coordinate discussions or meetings, as appropriate, between the Cooperator and the Office of General Counsel to ensure that the rights secured meet the National Endowment for the Arts' needs.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit electronically to the National Endowment for the Arts' Grants & Contracts Office (Final Reports) and to the NEA Project Director, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425. The FDR must include recommendations for the future.

Responsibilities of the NEA Project Director

The NEA Project Director will:

- Provide direction and work with the Cooperator to define requirements, and refine the project plans and schedule.
- Serve as liaison between the Cooperator, the Cooperator working on other aspects of the project, and National Endowment for the Arts staff and offices.

- Work with the Cooperator, any participating military treatment facility, military and medical program consultants and community venues, to design and implement all aspects of the program.
- Approve program staff, consultants, CATs, session leaders and instructors, other providers of arts engagement activities, program curriculum, and the selection of additional support resources.
- Coordinate or assist with the research program activities with support from the Office of Research & Analysis, as requested.
- Coordinate or assist with strategic plan development and activities that will promote enhanced utilization across the Military Health System of identified best practices designed and evaluated via the Partnership.
- Review and approve public communications and website content. Facilitate discussions between the Cooperator and the National Endowment for the Arts' Office of Public Affairs to ensure that project resource material is in a format and style ready for public dissemination.
- Provide the Cooperator with appropriate background materials on the military treatment facilities and community venues selected to participate in the program.
- Review and approve quarterly activity and expenditure reports from the Cooperator; review monthly project update reports.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than August 1, 2016. The National Endowment for the Arts will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

August 2016	Cooperator refines project plans and schedule with NEA Project Director and current Cooperator. Explore and secure dates and formats for project components.
August 2016	Cooperator assumes administrative and management support for existing sites and expanded sites as they become operational.
Early 2017	Community Wellness activities become operational.
February 28, 2017	Period of Performance ends.

Cooperative Agreement Amount

We expect to award one Cooperative Agreement of up to \$1,584,000, contingent upon the availability of funds.

The Cooperator must provide nonfederal matching funds of at least \$396,000.

An organization may not receive more than one National Endowment for the Arts award for the same costs during the same or an overlapping period of performance. In addition, different awardees may not receive federal funds for the same project costs during the same or an overlapping period of performance.

Period of Performance

This Cooperative Agreement will begin no earlier than August 1, 2016, and end on February 28, 2017.

We may enter into subsequent Cooperative Agreements with the organization selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally recognized tribal communities or tribes may apply. To be eligible, the applicant organization must:

- Meet the National Endowment for the Arts' "[Legal Requirements](#)" at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all National Endowment for the Arts' award(s) previously received.

An organization may submit only one proposal under this program solicitation.

You may apply to other National Endowment for the Arts funding opportunities, including Art Works and Our Town, in addition to this program solicitation. In each case, the request must be for a **distinctly different project**.

How to Prepare and Submit an Application

You are **required** to submit your application electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive**

your validated and accepted application no later than 11:59 p.m., Eastern Time, on April 14, 2016. We strongly recommend that you submit your application by April 5, 2016 to give yourself ample time to resolve any problems that you might encounter.

Submitting an application is a two-step process:

1. Before you submit through Grants.gov for the first time, you must be registered. This is a multi-step process for which you should allow at least two weeks. Registration must be completed before you can apply. See "[Get Registered](#)" for details. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply. Before you submit through Grants.gov for the first time, see "Apply Electronically Through Grants.gov" beginning on page 11 for further instructions.
2. Follow the detailed instructions for submitting items such as the application narrative, bios, project budget, and supporting information in the "How to Prepare and Submit an Application" section on pages 19-20.

Application Review

Proposals will be reviewed on the basis of the following criteria:

The **artistic excellence** of the project, which includes the:

- Quality of the services that the project will involve.
- Quality of similar or related programs administered by the applicant organization.
- Degree to which the proposal demonstrates a comprehensive understanding of arts and health in the military.

The **artistic merit** of the project, which includes the:

- Applicant's ability to provide guidance and structure for the program based on a sound understanding of the NEA Military Healing Arts Program.
- Degree to which the project correlates to the applicant's mission and experience in administering similar or related programs.
- Skills and experience in arts management including the ability to identify best practices in the field of creative arts therapies.
- Ability to carry out the project on time and within budget including the quality and clarity of the project design, and the qualifications of the project personnel.
- The reasonableness of the budget.

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the

Council's recommendations and makes the final decision on all federal financial assistance awards. It is anticipated that applicants will be notified of award or rejection in July 2016.

NOTE: All recommended National Endowment for the Arts applications undergo a review to evaluate risk posed by the applicant prior to making a federal award. This may include past performance on grants, meeting reporting deadlines, compliance with terms and conditions, audit findings, etc.

Travel Policy

Travel costs – including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with 2 CFR Part 200.474 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (The selected organization must submit a copy of this policy, if it exists, to our Grants & Contracts Office before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or matching funds can be used to support federal staff or National Council on the Arts Members' travel.

Award Administration

Crediting Requirement

The Cooperator must clearly acknowledge support from the National Endowment for the Arts in all material related to this project. We may provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The National Endowment for the Arts may enter into up to four subsequent awards with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the [General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#).

Project Reporting and Evaluation

Through this program we intend to achieve the following objective: *Engagement: Americans throughout the nation experience art.* If an award is received, the Cooperator also will be asked to provide evidence of those results. Before applying, please review the [reporting requirements](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Bill O'Brien
NEA Senior Advisor for Innovation to the Chairman
202/682-5550
obrienb@arts.gov

If you have questions about administrative or technical requirements, contact:

Nicki Jacobs
Director, NEA Grants & Contracts Office
202/682-5403
jacobsn@arts.gov

REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the National Endowment for the Arts. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours per day, seven days a week.

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 20 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving its Program Solicitations and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, attention: Reporting Burden. Note: Applicants are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

OMB No. 3135
Expires 11/30/2016

Apply Electronically Through Grants.gov

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on April 14, 2016. We strongly recommend that you submit your application by April 5, 2016 to give yourself ample time to resolve any problems that you might encounter. The National Endowment for the Arts will not accept late applications.

Register or Renew/Verify Your Registration with Grants.gov

NOTE: Applicants are required to change their Grants.gov passwords every 60 days. See www.grants.gov for more details on requirements for Usernames and Passwords.

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the [System for Award Management](#) (SAM), where your organization's information must be renewed annually. **Finalize a new or renew an existing registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with Grants.gov or SAM. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's [Get Registered](#). **Allow a minimum of two weeks for this multi-step, one-time process.** If your organization already has registered, **renew your registration with SAM and verify that your registration with Grants.gov is current.**

If you have problems with registration:

- SAM Federal Service Desk: Call 1-866-606-8220 or see the information posted on the SAM website at [SAM User Help](#).
- Grants.gov Contact Center: Call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at [Support](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the registration process to submit your application.

Registration Tips:

- **Register early.** Registration is by far the hardest part of the whole process. Don't put it off to the last minute. Grants.gov advises that registration usually takes up to 5 business days but it can take longer; we recommend that you allow at least two weeks. For help, call the Grants.gov Contact Center at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at **Support**. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.
- **Be extremely careful when entering your registration information and make sure your information on file with the entities involved is correct and consistent.** In the second step of the registration process, your information will be validated with the IRS and Dun & Bradstreet (D&B). If your information doesn't match exactly -- like having a comma in your organization's name on file with the IRS, but not with D&B -- it can snag your registration.
- **Make sure your registration information is up to date.** Your organization's System for Award Management (SAM) registration -- part of the Grants.gov registration process -- must be renewed every year. SAM will alert your organization's SAM Point of Contact when it is time for renewal. You can check your current SAM registration status by entering your DUNS number at "[Search SAM](#)" at www.sam.gov. Also verify your registration with Grants.gov and make sure it is current before you apply, especially if your e-mail address has changed.
- **Even if you aren't registered, you can work on an electronic application.** While you need to be registered in order to submit an application, you don't need to be registered (or an AOR) in order to work on one.

Creating your application:

- **Review the Grants.gov software requirements.** You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer in order to access, complete, and submit applications. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.
- **Yes, the DUNS is important.** The DUNS you enter on the SF-424 form must match exactly the DUNS you used when you registered with SAM. If it doesn't match -- even if you just transpose two digits -- we won't get your application

because the Grants.gov system will kick it back to you. If your organization has more than one DUNS (many do), make sure you're using the right one for applying via Grants.gov.

- **You're the only one who can ensure that your application is complete.** Yes, the Check Package for Errors function on the forms will tell you if you missed a required field but it can't tell you if your application was validated and accepted by Grants.gov. See below.

Submitting your application:

- Submit your application by April 5, 2016 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.
- **Just because Grants.gov received your application doesn't mean it's been accepted.** Ensure that your application was validated and accepted by the Grants.gov system. Go to Track My Application to track the validation and progress of your application submission through Grants.gov. There are several reasons applications may not be validated. Maybe there was a problem with the DUNS (see above). Bottom line: Don't wait until just before the deadline to submit. If you turn off your computer right after submitting, you may not learn the application was kicked back until too late. Give yourself some extra time to make adjustments and resubmit, if necessary.
- **Sometimes the problem isn't Grants.gov or you, it's your computer.** You'll need to work with your own IT administrator to fix the problem. It may be due to the presets on your computer or your Internet Service Provider. If your IT administrator isn't available, just try submitting from another computer and see if that works. Another reason to submit early!

Download the Application Package

1. Verify your software.

You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

Please go to "[Recommended Software](#)" to see the compatible versions of Adobe Reader or to download and install Adobe Reader.

NOTE: The latest major version of Adobe Reader (Adobe Reader DC) is incompatible with Grants.gov. You may experience issues when viewing forms and performing some of the form actions, such as attaching files and saving forms. This

issue is specific to all Adobe Reader DC versions. For instructions on how to uninstall Adobe Reader DC, go here:

<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

2. Access the application package on Grants.gov by clicking on the link below:

DOWNLOAD

[Funding Opportunity Number: NEAPS1601]

This will bring you to the "Selected Grant Applications for Download" screen.

Download the application package and follow the instructions below. **It is not necessary to download the instructions from Grants.gov as you will merely be directed back to the instructions in this document.**

Do not open a Grants.gov "Workspace" environment to create, prepare, or submit your application materials.

3. When you download the application package, the Grants.gov "Grant Application Package" screen will open. Click on the "Save" button and **save the application package to a location on your computer or network where you can find it readily**. Save your application each time that you work on it. You will get the message: "The File already exists. Replace existing file?" Click "Yes" to ensure that you always save the most recent version.
4. You can access each Mandatory form by clicking on it OR you can scroll down your screen and you will come to each form in succession.

The two forms are:

- **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**: This form asks for basic information about your organization and project. Complete this form first. Data entered here will populate fields of other forms where possible. Instructions for completing this form begin on page 15.
- **Attachments Form**: This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and the Project Budget Form) that must be included for your Grants.gov application package to be considered complete. Instructions for completing this form begin on page 17.

Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.
2. To begin the submission process, click the "**Save & Submit**" button. [This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet.] **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration.**
3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted.**

If you have difficulty submitting, go to [Adobe Reader Error Messages](#) or [Applicant Resources](#) for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to [Track My Application](#) to track the validation and progress of your application submission through Grants.gov.

Application Instructions

For a complete application, follow Steps 1 and 2 below:

Step 1: Fill out the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: 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 from an old application package or another document and paste into the form.

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: Enter the legal name of your organization 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 street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code that was assigned by the U.S. Postal Service**. (You may look it up at www.usps.com/zip4/.)

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-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the SAM (System for Award Management) as part of the 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 located. 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 territory has a single Delegate, enter your two-digit state/territory abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter NEA Military Healing Arts Partnership.

b. Project Description: Provide a two or three sentence summary description.

Please note:

This field on the form has a character limit of 1,000. Even if you have less than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form. We strongly encourage you to write a succinct project description and double check the number of characters.

c. Proposed Project Start Date/End Date: Enter a start date no earlier than August 1, 2016. Your project may extend until February 28, 2017.

7. Project Director: Provide the requested information for the Project Director. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field. Provide contact information, including an e-mail address that will be valid throughout the proposed period of performance.

8. Primary Contact/Grant Administrator: Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Select a Prefix even though this is not a required field.

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, please 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 will be submitting this application to Grants.gov. Select a Prefix even though this is not a required field. The AOR must have the legal authority to obligate your organization. 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.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

Step 2: Complete and Attach Required Items to the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

Several important points:

1. Attachments 2 is a fillable form; you will link to find it. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

Please be sure you are using Adobe Reader (version 9 or higher) when filling out our PDF forms.

Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Please verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here: <http://get.adobe.com/reader/>.

2. All other attachments are documents (e.g., narratives, bios) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF (portable document format) files.**

Do not create PDFs of your electronic documents by scanning. In the past, some applicants have printed their electronic documents and then scanned them, saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. **Do not embed non-printable media files (video and/or sound) in your PDF documents.** Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

3. No attachment should be more than 2 MB. For non-form documents, label pages clearly with the name of the item (e.g., Application Narrative) and your organization's legal name. **Leave a margin of at least one inch at the top, bottom, and sides of all pages. Do not reduce type below 12 point font size.** Do not type in all capital letters. Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page. **Excess pages will be removed and not be reviewed**

4. **Name your files as indicated below and attach them in the proper order.** Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space,

and period. If you do not follow this rule, your application may be rejected. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

How to Prepare and Submit an Application

The Attachments - Your Narrative, Bios, Budget and Supporting Information.

ATTACHMENT 1: To this button attach a **narrative** (no more than 5 pages in length) that addresses the points below. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item.

- a) Your organization's **mission and principal activities**.
- b) Your organizations **experience** in administering arts programs related to creative arts therapies or arts healing programs for the military community. Describe your organization's experience in developing high-quality learning tools for individuals with a wide range of medical, physical, neurological, and psychological health issues.
- c) **Proposed project activities**. Be as specific as possible. Describe your plans for accomplishing all aspects of the project as detailed in the Scope of Work/Detailed Requirements section of this Program Solicitation. Discuss any proposed consultants, partners, or special resources that might be needed.
- d) **Schedule** of key project planning and implementation dates.

ATTACHMENT 2: To this button, attach **brief bios** (at least three per page) for the key personnel to be involved in the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios" (e.g., "ABCOrgBios").

ATTACHMENT 3: To this button, attach the completed **Project Budget Form** [PDF | **Instructions**]. The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget"). You may provide additional pages or a spreadsheet to explain costs in more detail.

You may request an award amount of up to \$1,584,000.

ATTACHMENT 4: To this button, attach any additional supporting information that you think necessary. (Optional)

You may attach a PDF with web links to relevant materials. In this case, list the URL for the page to be shown and include any necessary navigation paths and any information on required plug-ins. Do not submit a website that requires a password. Do not submit a link to site that requires material to be downloaded (e.g., Dropbox). The file name should indicate the name of your organization or a recognizable acronym followed by "SupportInfo" (e.g., "ABCOrgSupportInfo").

Leave all remaining Attachment buttons blank.

If you try to view an attachment by clicking the "View Attachment" button on the Attachments Form but are unsuccessful, check the bottom of the screen for the message: "Pop-ups were blocked on this page." If you see this message, press "Ctrl" and "View Attachment" to see the attachment.