

CFDA No. 45.024

## Performing Arts Discovery

### Application Receipt Deadline: April 13, 2017

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 by April 3, 2017** to give yourself ample time to resolve any problems that you might encounter.

### Grant Program Description

Through grants with other funders, the National Endowment for the Arts has a long history of bringing the benefits of international exchange to arts organizations, artists, and audiences nationwide. For many years, however, there have been limited opportunities for foreign arts presenters to come to the United States and see artists at events in geographically diverse areas of our country. Programs such as these are important because they create new markets for working artists, expand mutual understanding, and raise the profile of each participating U.S. region and country.

To address this gap, the National Endowment for the Arts' *Performing Arts Discovery* program will support U.S. Regional Arts Organizations (RAOs) to undertake performing arts platforms in their region that will showcase the work of U.S. performing artists for presenters<sup>1</sup> based outside of this country.

Projects must include two components:

- 1) One or more performing arts platforms -- whether new or existing, such as festivals or performances -- that showcase U.S. performing artists of high artistic excellence. Platforms may include several artistic disciplines, emphasize one discipline, or be genre-specific.

Each Grantee will select and invite U.S. artists to showcase performing arts opportunities in its respective region; implement and monitor multi-day performing arts showcases or identify specific performances of a scheduled festival, or other event, for attendance by foreign arts presenters; pay allowable costs for U.S. presenters and performing artists to participate in the showcases

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<sup>1</sup> In this document, the term "presenter" is used to designate the function that in other countries may be referred to as arts producer, promoter, or programmer.

and program activities, if applicable; identify related programming, such as rehearsals or studio visits; and promote the program to assure broad visibility in the U.S. and abroad.

- 2) Presenters based outside of the U.S. will attend performances and related programming events in order to further expand mutual understanding and information-sharing.

Each Grantee will select and invite presenters based outside of the U.S. to participate; coordinate and pay for the international and U.S. domestic travel of foreign presenters in accordance with federal laws and regulations (such as all air or other appropriate travel, ground transportation to and from airports/train stations, hotels, and all planned events, and per diem); and assist foreign presenters with travel visas.

Under these guidelines, funding is **not** available for:

- Subgrants to organizations already receiving direct or indirect National Endowment for the Arts or RAO funding for the same project and costs.
- Expenditures that are related to compensation to foreign nationals and artists traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Department of the Treasury Office of Foreign Assets Control. For further information, see <http://www.treas.gov/offices/enforcement/ofac/> or contact the Grants & Contracts Office at [grants@arts.gov](mailto:grants@arts.gov).
- Visa costs that are paid to the U.S. government.

Additional information on unallowable costs is included in the instructions for the General Terms & Conditions for Partnership Agreements and in the Project Budget Form.

## **Award Information**

### **Grant Amounts and Cost Share/Matching Funds**

The National Endowment for the Arts expects to award grants of up to \$100,000 each, contingent on appropriations.

The award recipient must provide a nonfederal cost share/match of at least dollar for dollar. Matching support may be all cash; a combination of cash and in-kind, third-party contributions; or all in-kind, third-party contributions. Documentation will be required if only in-kind, third-party contributions are proposed to meet the minimum required match. Applicants may include matching funds that are proposed but not yet committed at the time of the application deadline.

## Period of Performance

The National Endowment for the Arts' support may begin no earlier than August 15, 2017 and extend for up to 30 months.

## Applicant Eligibility

Eligibility is limited to the six Regional Arts Organizations. The applicant must meet the **Eligibility Requirements for RAOs** as specified in the National Endowment for the Arts' Partnership guidelines and must have submitted acceptable Final Report packages by the due date(s) for all award(s) previously received.

An organization may submit only one proposal under *Performing Arts Discovery*.

You may apply to the National Endowment for the Arts through the Partnership Agreements guidelines, in addition to *Performing Arts Discovery*. However, the request must be for a **distinctly different project**. An organization may not receive more than one National Endowment for the Arts award for the same project during the same or an overlapping period of performance.

## 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 13, 2017.** We strongly recommend that you submit your application by April 3, 2017 to give yourself ample time to resolve any problems that you might encounter.

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. See "How to Prepare and Submit an Application" on pages 13-15 for further instructions.

## Application Review

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

**Artistic excellence**, which includes the:

- Quality and creativity of the proposed approach to this program.

- Quality of the artists, arts organizations, or works of art that the project will involve, as appropriate.

**Artistic merit**, which includes the:

- Applicant's experience with and commitment to hosting and/or participating in international arts exchanges.
- Potential of the project to create effective linkages with participating presenters from abroad.
- Proposed strategy for promoting and providing broad visibility for the program.
- Ability to carry out the program based on such factors as the appropriateness of the budget, the quality and clarity of the project goals and design, the resources involved, and the qualifications of the project's personnel and any proposed partners.

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 grant awards. It is anticipated that applicants will be notified of award or rejection in July 2017.

### **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.
- 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 National Council on the Arts member or federal staff travel.

### **Crediting Requirement**

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

### **General Terms and Conditions**

National Endowment for the Arts Grants awarded through this opportunity are subject to the [General Terms & Conditions for Partnership Agreements](#).

## Project Reporting and Evaluation

Before applying, please review the [reporting requirements](#).

## Agency Contacts

If you have questions about programmatic requirements, contact:

Michael Orlove  
Director of Presenting & Multidisciplinary Works, Artist Communities and International Activities  
202/682-5469  
[orlovem@arts.gov](mailto:orlovem@arts.gov)

If you have questions about award administration, contact:

Nicki Jacobs  
Director, Grants & Contracts Office  
202/682-5403  
[jacobsn@arts.gov](mailto: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](mailto:support@grants.gov), or consult the information posted on the Grants.gov Web site 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 application guidelines 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](mailto:webmgr@arts.gov), attention: Reporting Burden. NOTE: Applicants are not required to respond to this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.

\* \* \* \* \*

OMB No. 3135  
Expires 12/31/2019

## **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 13, 2017.** We strongly recommend that you submit your application by April 3, 2017 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**

**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](mailto: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](http://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 3, 2017 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. Please see important information about versions of Adobe Reader DC [here](#).

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

**DOWNLOAD**

[Funding Opportunity Number: NEAPS1700]

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 10.
- **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 12.

### **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/](http://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](http://www.house.gov) and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Enter Performing Arts Discovery.

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 15, 2017. Your project may extend for up to 30 months.

**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 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

**ATTACHMENT 1:** To this button attach a **narrative (5-page maximum)** 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"). 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. Number pages sequentially; place numbers on the bottom right hand corner of each page. Excess pages will be removed and will not be reviewed.

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 **experience** with hosting and/or participating in international arts exchanges.
  
- b) **Proposed project activities.** Be as specific as possible. Explain how you will plan, coordinate, and support one or more performing arts platforms to showcase U.S. performing artists to invited foreign presenters. Discuss the artistic disciplines, genres, and/or artists you intend to feature. Describe the geographic

criteria, proposed locations/venues, and special resources that might be needed. Discuss any proposed partners or details of related programming associated with the proposed project.

- c) Your **rationale** for selection of countries for presenter invitations that will be supported by this grant. You may be asked to submit a list of proposed presenters to the National Endowment for the Arts before you engage them.
- d) **Schedule** of key project planning and implementation dates.
- e) Your strategies for **promoting** and providing broad visibility for the program in the U.S. and abroad.
- f) The various **audiences**, in addition to presenters, that you intend to engage and how you plan to reach them.
- g) Your plans for attracting **additional resources**, financial and other, to this project.

**ATTACHMENT 2:** To this button, attach **brief bios** (at least two per page) for the key personnel to be involved in the project. Submit no more than three pages total. 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**, Pages 1 and 2.

**CLICK TO [DOWNLOAD \[FORM\]](#) [\[INSTRUCTIONS\]](#)**

The file name should indicate the name of your organization or a recognizable acronym followed by "Budget" (e.g., "ABCOrgBudget").

You may request an award amount of up to \$100,000.

**ATTACHMENT 4:** To this button, attach a single PDF (2-page maximum) with one or two recent examples of **programmatic material** that provides evidence of your experience in hosting and/or participating in international arts exchanges that are relevant to this project. You may embed web links to relevant materials in the PDF. 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 a 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 "ProgExamples" (e.g., "ABCOrgProgExamples").

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.