

CFDA No. 45.024
NEAPS1402

Program Solicitation: Performing Arts Discovery

Proposal Receipt Deadline: February 8, 2015

The Arts Endowment 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. on the deadline date above. We strongly recommend that you **submit at least 10 days in advance of the deadline** to give yourself ample time to resolve any problems that you might encounter.

Background

For many years, performing arts presenters in the United States have been able to inform themselves about new work and international trends in the performing arts through travel to other countries facilitated by host government cultural programs. Foreign governments host U.S. presenters to help create markets for the work of their artists. Likewise, they see the opportunity for their artists to perform in the U.S. as a way to raise the profile of their countries.

In the United States, there are private opportunities for foreign presenters to come to the U.S. to see artists at festivals or events; however, existing exchange programs most often focus on hosting artists from a limited representation of countries such as those in Central and Western Europe. To our knowledge, there has never been a U.S. government program that serves the performing arts fields by encouraging presenters based outside of the U.S. to see work from geographically diverse areas of the United States.

The NEA proposes to address this gap with *Performing Arts Discovery*, a pilot program to help U.S. Regional Arts Organizations (RAOs) showcase regional performing arts groups, create an organized tour of performances, or present a combination of the two, in their respective regions. Up to two RAOs will be selected from this program solicitation to receive \$100,000 awards to undertake this work.

NB: 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.

Scope of Work

The purpose of this Program Solicitation is to select up to two Regional Arts Organizations (each referred to as the "Cooperator") to implement *Performing Arts*

Discovery activities in their respective region as described below. In brief, the Cooperator will:

- Plan, coordinate, and support one or more performing arts platforms in their region to showcase the work of U.S. performing artists for presenters 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. Platforms may include several artistic disciplines, emphasize one discipline, or be genre-specific.
 - 2) Selected presenters based outside of the United States will attend performances and related programming events in order to further expand mutual understanding and information-sharing.
- Promote and monitor the activities.

Detailed Requirements

The Cooperator will work with the NEA Project Director, and through the NEA Project Director with other NEA staff as appropriate, on all aspects of this program. The NEA Project Director will be the Arts Endowment's Director of Presenting & Multidisciplinary Works, Artist Communities and International Activities.

The Cooperator will:

- Work with the NEA Project Director to refine the plans and schedule of this program that includes: an outline of the components, their programmatic and artistic intent, and the identification of venues, timelines, and possible project partners.
- Secure NEA approval of any consultants, contractors, or partner organizations that will be working on this program, before they are engaged.
- Develop and implement a process to select and invite U.S. artists in target geographic regions to showcase performing arts opportunities. The Cooperator will secure NEA approval of the proposed organizations and individuals before they are contacted to participate.
- Develop and implement a process to select presenters based outside of the U.S. who will be supported for participation in the project, including a rationale for the selection of countries, and examples of possible participants. The Cooperator will recommend and submit to the NEA for approval a list of presenters based

outside of the U.S. to participate in the project. The Cooperator will issue invitations to these participants once they have been approved by the NEA.

- 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).
- Assist foreign presenters with travel visas.
- 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. The performances may be in several artistic disciplines, may be focused on one discipline, or may be genre-specific such as jazz, modern dance, new music, etc. It is anticipated that each showcase will include:
 - Opportunities for U.S. performing artists of high artistic excellence to perform.
 - Opportunities for international presenters to attend performances.
 - Opportunities for international presenters to attend other related programming events that will further expand mutual understanding and information sharing among the international presenters and U.S. artists and arts managers. Activities could include visits with artists, presenters, producers, or cultural institutions to research a project or presentation.
- Pay allowable costs for U.S. presenters and performing artists to participate in the showcases and program activities, if applicable.
- Work with the NEA Project Director to identify related programming, such as rehearsals or studio visits. The Cooperator will secure NEA approval of the related programming to be offered.
- Submit all plans and materials to be developed to the NEA Project Director for approval.
- Promote the program to assure broad visibility in the U.S. and abroad.
- Obtain any necessary rights, permissions, licenses, and releases as appropriate to the project. (The organization selected as the Cooperator should consult with the NEA Office of General Counsel to ensure that the rights secured meet the Arts Endowment's needs.)
- Provide the NEA Project Director with project updates, in a mutually agreed upon format, as noted in the Estimated Schedule.
- No later than 90 days after the completion or termination of the Cooperative Agreement, submit electronically to the NEA's 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 for this Cooperative Agreement will be the Arts Endowment's Director of Presenting & Multidisciplinary Works, Artist Communities and International Activities, who will work closely with other NEA staff as appropriate on this program. The Project Director will:

- Work with the Cooperator to refine the plans and schedule of this program.
- Approve any consultants, contractors, or partner organizations that the Cooperator proposes to have work on this program.
- Approve U.S. presenters and artists before they are contacted to participate.
- Approve presenters based outside the U.S. to be supported in this project; approve the text used by the Cooperator to issue invitations to these presenters.
- Review and approve all showcase plans and materials.
- Review and approve all plans for related programming.
- Review and approve promotion plans.
- Act as liaison between the Cooperator and other NEA staff (e.g., General Counsel, Public Affairs) that might be involved in the project.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than June 1, 2015. The Arts Endowment will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Cooperative Agreement Amount

The NEA expects to award up to two Cooperative Agreements of up to \$100,000 each, contingent on the NEA's FY 2015 appropriation.

The award must be matched at least dollar for dollar with nonfederal funds. These matching funds may be all cash, a combination of cash and in-kind contributions, or all in-kind contributions. Applicants may include matching funds that are proposed but not yet committed at the time of the application deadline.

An organization may not receive more than one Arts Endowment award for the same project during the same or an overlapping period of performance.

We Do Not Fund

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

- 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 Arts Endowment's Grants & Contracts Office at 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 Project Budget form.

Period of Performance

This Cooperative Agreement may begin no earlier than June 1, 2015, and may extend for up to 30 months.

Applicant Eligibility

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

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

You may apply to the Arts Endowment through the Partnership Agreements guidelines, in addition to *Performing Arts Discovery*. However, 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 February 8, 2015.** We strongly recommend that you submit at least 10 days in

advance of the deadline 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 8-18 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, works of art, or career development experiences 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.
- Degree to which this program correlates to the applicant's mission and programs.
- Quality of any proposed project partners.
- 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.
- Potential of the applicant's proposed plan to achieve results consistent with the NEA objective for *Engagement: Foster public engagement with diverse and excellent art*.

Objective: Through *Performing Arts Discovery* the Arts Endowment intends to achieve the following objective: **Engagement: Foster public engagement with diverse and excellent art.** Applications should reflect the results expected to be achieved by the project. If an award is received, the Cooperator also will be asked to provide evidence of those results.

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 April 2015.

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 the Arts Endowment with the application submission; see instructions for Attachment 5 below.)
- 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 travel.

Crediting Requirement

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

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](#).

Agency Contacts

If you have questions about programmatic requirements, contact:

Michael Orlove
NEA Director of Presenting & Multidisciplinary Works, Artist Communities and
International Activities
202/682-5469
orlovem@arts.gov

If you have questions about award administration, 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 Arts Endowment. 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 Web site at [Help](#). 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. The Arts Endowment welcomes 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 this collection of information unless it displays a currently valid U.S. Office of Management & Budget (OMB) control number.

* * * * *

OMB No. 3135
Expires 11/30/2016

How to Prepare and Submit an Application

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 February 8, 2015. We strongly recommend that you submit at least 10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. The Arts Endowment 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 [Help](#). 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 **Help**. 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 **no later than 10 days** prior to the deadline to give yourself ample time to resolve any problems that you might encounter. You take a significant risk by waiting until the day of the deadline to submit.
- **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.

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

DOWNLOAD

[Funding Opportunity Number: NEAPS1402]

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.**

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 three 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 13.
- **Project/Performance Site Location(s) Form**: This form collects information about the primary site location where the project will be performed. 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 15.

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 1-3 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 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 June 1, 2015. 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 through the 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: Fill out the Project/Performance Site Location(s) Form

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.

This form collects information about the primary site, as well as additional sites, where project activity will take place. In most -- but not all -- cases, the primary site will be the address of the applicant organization. If a portion of the project will be performed at any other site(s), identify the site location(s) in the additional block(s) provided. Use up to 29 additional blocks as required (one for each site). Your responses will not be a factor in the review of your application.

For the Organization Name:

Enter the name of the organization where the activity will take place. This may be the applicant organization or another organization. The remaining fields in a block (e.g., DUNS number) are associated with the organization where the activity will take place.

For the Project/Performance Site Congressional District:

Use the following format: 2 character State Abbreviation-3 character District Number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." If the project directly impacts all districts in a state, enter "all" for the district number. For example: "MD-all" for all Congressional districts in Maryland. If nationwide (all districts in all states), enter "US-all." If the state has a single At-Large Representative or the territory has a single Delegate, enter your 2 character state/territory abbreviation and "-000." If the project is outside the U.S., enter "00-000." If you need help determining a district, go to **www.house.gov** and use the "Find Your Representative" tool.

Step 3: 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. Attachment 3 is a fillable form; you will find a link to 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., narrative, 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.

No attachment should be more than 2 MB.

3. 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.

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 initiative.
- 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. You must match the NEA funds at least dollar for dollar with nonfederal funds. These matching funds may be all cash, a combination of cash and in-kind contributions, or all in-kind contributions.

ATTACHMENT 4: To this button, attach a single PDF (3-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. The file name should indicate the name of your organization or a recognizable acronym followed by "ProgExamples" (e.g., "ABCOrgProgExamples").

ATTACHMENT 5: To this button, attach a copy of your organization's **institutional travel policy**, if one exists. Describe the travel charges, both domestic and international, that are normally allowed. The file name should indicate the name of your organization or a recognizable acronym followed by "TravelPolicy" (e.g., "ABCOrgTravelPolicy").

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.