Grants for Arts Projects: Learning in the Arts for Children and Youth

Agency: National Endowment for the Arts

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Program Synopsis:
Funds projects that help children & youth (5-18) acquire knowledge, skills, & understanding of the arts consistent with national, state, or local arts education standards. Experience, study, performance, and assessment of art-related projects are strongly emphasized. No research. Projects may take place in school-based or community-based settings. Projects based at IHEs are eligible if their ultimate impact is on children & youth. Awards range from $5,000 to $150,000.

Website: http://www.nea.gov/grants/apply/Artsed.html
Deadline: possibly June 2009 (via program officer feedback)

GRC Number: 1032
Learning in the Arts for Children and Youth

Introduction

The National Endowment for the Arts is committed to providing leadership in arts education by inspiring all young Americans through rich arts experiences. A high quality education in the arts opens a critical gateway to a lifetime of appreciation and engagement. For two reasons, learning in the arts is an indispensable part of American education: 1) children celebrate and participate in their cultural inheritance, and 2) academic and social maturity follow directly from arts education experiences.

The Learning in the Arts for Children and Youth category offers funding for projects that help children and youth acquire knowledge and understanding of and skills in the arts. Projects must provide participatory learning and engage students with skilled artists, teachers, and excellent art. Funded projects apply national or state arts education standards. All projects submitted to the Learning in the Arts category must include:

- **Experience**: Students and their teachers will have the chance to experience exemplary works of art -- in live form where possible.

- **Study**: Through the guidance of teachers, teaching artists, and cultural organizations, students will study works of art in order to understand the cultural and social context from which they come, and to appreciate the technical and/or aesthetic qualities of each work. Where appropriate, study will include the acquisition of skills relevant to practicing the art form.

- **Performance**: Informed by their experience and study, students will create artwork. In the case of literature, the primary creative activities will be writing and/or recitation.

- **Assessment**: Students will be assessed according to national or state arts education standards. Where appropriate, projects will employ multiple forms of assessment including pre- and post-testing.

NOTE: The required Learning in the Arts components may be provided in partnership with other organizations.

The Arts Endowment strongly endorses the arts as a core academic subject area. Organizations must provide curriculum frameworks and carefully designed evaluations to assess every child's progress in achieving proficiency in the arts. In this category, the Arts Endowment hopes to call attention to projects that recognize and cultivate best practices in the field of arts education for children and youth.

Learning in the Arts projects may take place in school-based or community-based settings and should focus on children and youth in the general age range of 5 through 18 years. (NOTE: Adult and intergenerational learning is supported under Access to Artistic Excellence.)

These guidelines divide Learning in the Arts for Children and Youth into two areas:

http://www.nea.gov/grants/apply/GAP09/LITA.html
School-Based

School-based projects are for children and youth between kindergarten and grade 12, are directly connected to the school curriculum and instructional program, and ensure the application of national or state arts education standards. Such activities may take place in or outside of the school building at any time of the day. This includes after-school and summer enrichment programs that are formally connected to school curricula. Projects also may address professional development for teachers, teaching artists, and school administrators.

NOTE: The Arts Endowment does not make awards directly to individual elementary or secondary schools -- charter, private, or public. Schools may participate as partners in projects for which another eligible organization applies. Local education agencies (school districts) and state and regional education agencies are eligible. If a single school also is the local education agency, as is the case with some charter schools, the school may apply with documentation that supports its status as the local education agency.

Community-Based

Community-based projects are for children and youth generally between ages 5 and 18. This area supports important activities and training in the arts that occur outside of the school system. Activities must occur outside of the regular school day, and may take place in a variety of settings. These activities may be offered by arts organizations or by other community-based, non-arts organizations or agencies in partnership with artists and arts groups. While not formally linked to schools or their instructional programs, projects must be based on a curriculum that ensures the application of national or state arts education standards. Projects may include professional development for teachers, artists, and program providers.

Deadline

June 9, 2008, Application Deadline
June 1, 2009, Earliest Beginning Date for Arts Endowment Period of Support

Contacts

Learning in the Arts Specialists:

Dance, Music, Opera: brandenburg@arts.gov or 202/682-5044

Literature, Media Arts, Musical Theater, Theater: daughern@arts.gov or 202/682-5521

Folk & Traditional Arts, Multidisciplinary, Presenting: liut@arts.gov or 202/682-5690

Design, Local Arts Agencies, Museums, Visual Arts: edwardsl@arts.gov or 202/682-5704

Choosing the Right Category for Children and Youth Projects

An organization should determine if its project offers each of the four educational components of experience, study, performance, and assessment as defined above. If one or more of these components is not germane to the project, then the organization should consider submitting its application to the Access to Artistic Excellence category and not Learning in the Arts.

Learning in the Arts projects actively involve children and youth in learning activities that
require a substantial and sustained investment of time, have significant curricular impact, and involve sequential and comprehensive arts learning.

Access to Artistic Excellence is for projects for children and youth where the focus is exposure to or appreciation of the arts, whether activities take place in school, after school, during the summer, or in community settings. Such projects may include performances by or exhibitions of professional artists. These arts events may be accompanied by ancillary learning activities (e.g., study guides for teachers and students, artists' visits prior to or following the event, workshops, lecture-demonstrations, or master classes).

The Challenge America Fast-Track Review Grants category does not fund projects that involve curriculum-based instruction in the arts.

If you have questions about the appropriate category for your project, please contact a Learning in the Arts specialist.

Projects

Learning in the Arts grants encourage efforts that enhance the quality of and access to arts learning for our nation's children and youth. Projects must address experience, study, performance, and assessment. Projects that are based at higher education institutions are eligible if they have a direct impact on children and youth. Projects may include but are not limited to:

- Projects that engage children and youth over an extended period to increase their proficiency in and understanding of an arts discipline, genre, or form.

- Projects that explore new ways to integrate arts learning with learning in other subjects.

- Projects in which artists, whose training specifically includes education, or arts organizations provide a series of lessons or courses in the arts that have explicit learning objectives that ensure the application of national or state arts education standards.

- Projects that provide rigorous, challenging summer arts education that enables children and youth to acquire knowledge and skills in the arts as well as gain lifelong interests in the arts and culture.

- Artists' engagements that provide instruction in the arts for children and youth for one week or longer during non-school hours and that may complement the school curriculum of the intended beneficiaries. Such projects may furnish space, project material, equipment, job training, and guidance in locations such as arts organizations, community centers, schools, faith-based organizations, public housing, tribal communities, or juvenile facilities.

- Professional development programs that increase the knowledge and skills of teachers, artists, youth program providers, and others who work in arts learning with children and youth.

- Projects that involve NEA National Heritage Fellows in the Folk & Traditional Arts and arts learning, with goals and assessment based on the values and benchmarks appropriate to the traditions studied.

Application Review

The Learning in the Arts for Children and Youth category uses the agency's traditional
method of application review. Applications submitted to the Learning in the Arts staff are reviewed by a diverse group of arts experts and individuals with broad knowledge related to arts learning.

Applications are reviewed on the basis of artistic excellence and artistic merit. For more detailed information on how artistic excellence and artistic merit will be evaluated, see the "Review Criteria." You can find additional information in the "Application Review" section of the "Frequently Asked Questions."

We Do Not Fund

In addition to the "We Do Not Fund" section for all Grants for Arts Projects applicants, funding under the Learning in the Arts category is not available for:

- Research on the impact of the arts on the cognitive and social development of children and youth.

- Projects with the primary focus of evaluation, documentation, and dissemination of promising or proven arts learning programs and practices.

Organizations with projects that are not eligible under this category may want to review the opportunities that are offered by their state arts agency. Find your state arts agency here.

Outcomes

The Arts Endowment has identified two outcomes that it plans to achieve through Learning in the Arts for Children and Youth. Each applicant must select the one outcome listed below that is most relevant to its project and indicate this in its application:

1. Children and youth demonstrate increased skills, knowledge, and/or understanding of the arts, consistent with national or state arts education standards.

2. Teachers, artists, and other educators demonstrate increased knowledge and skills necessary to engage children and youth in arts learning, consistent with national or state arts education standards.

Each applicant should be as specific as possible in describing how its project will achieve and demonstrate the outcome selected. Project goals, activities, and outcomes should be clearly defined and carefully integrated.

For more information on arts education standards, please see Learning in the Arts: State and National Standards for Arts Education.

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http://www.nea.gov/grants/apply/GAP09/LITA.html
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CFDA No. 45.024
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National Endowment for the Arts · an independent federal agency
1100 Pennsylvania Avenue NW
Washington, DC 20506

http://www.nea.gov/grants/apply/GAP09/LITA.html
APPLICATION REVIEW

Review Criteria

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

**Access to Artistic Excellence**

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

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

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

- Potential impact on the artistic and/or cultural heritage of the nation, region, or field.
- Potential impact on artists (including evidence of direct payment) and the artistic community.
- Potential of the project to broaden access to, expand and diversify the audiences for, or strengthen communities through the arts.
- Appropriateness of the project to the organization's mission, audience, community, and/or constituency.
- Plans for documentation, evaluation, and dissemination, as appropriate, of the project.
- Likelihood that the project will achieve the identified outcome(s) and the feasibility of the proposed performance measurements.
- Ability to carry out the project including 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.
- Where relevant, potential to enhance the educational experiences of the audience or participants.
- Where appropriate, potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

**Challenge America: Reaching Every Community Fast-Track Review Grants**

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

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

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

- Potential of the project to reach underserved populations -- those whose opportunities to experience the arts are limited by geography, ethnicity,
Nea Grants for Arts Projects: Application Review

Economics, or disability.

- Potential to broaden and/or deepen public understanding and appreciation of the arts.
- Potential to make quality arts or cultural resources more widely available.
- Appropriateness of the project to the organization’s mission, audience, community, and/or constituency.
- Likelihood that the project will achieve the identified outcome(s) and the feasibility of the proposed performance measurements.
- Ability to carry out the project including 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.

Learning in the Arts for Children and Youth

The artistic excellence of the project, which includes the:

- Quality of the arts learning experience including the demonstrated potential to:
  - Increase or strengthen participants’ knowledge and understanding of the arts.
  - Increase or strengthen participants’ skills in the arts.
  - Apply national or state arts education standards.
- Professional quality of the artists, arts educators, or works of art that are to be involved, as appropriate.
- Quality of the participating organizations including their experience in arts learning for children and youth.

The artistic merit of the project, which includes the:

- Opportunities for direct participation in and experience with the arts.
- Opportunities for the study of works of art or the acquisition of artistic skills.
- Plans for assessment according to national or state arts education standards.
- For professional development projects, potential to prepare highly qualified teachers, artists, or others to work in arts learning with children and youth.
- Degree of commitment (by the participating organizations and individuals) to common goals. This includes working together to plan, develop, implement, and evaluate the project.
- Plans for documentation and dissemination, as appropriate, of the project.
- Likelihood that the project will achieve the identified outcome(s) and the feasibility of the proposed performance measurements.
- Ability to carry out the project including 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.
- Where appropriate, potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

For more information on arts education standards, please see Learning in the Arts: State and National Standards for Arts Education.

What Happens to Your Application

Applications are evaluated according to the "Review Criteria" for their category. The Access to Artistic Excellence and Learning in the Arts for Children and Youth categories use the agency's traditional method of application review. After processing by Arts Endowment staff, applications are reviewed, in closed session, by advisory panelists. Each panel comprises a diverse group of arts experts and other individuals, including at least one knowledgeable layperson, with broad knowledge in the areas...
under review. Panel membership changes regularly. The panel recommends the projects to be supported, and the Arts Endowment staff reconciles panel recommendations with the funds that are available. These recommendations are forwarded to the National Council on the Arts, where they are reviewed in open session. The Council makes recommendations to the Chairman of the National Endowment for the Arts.

*Challenge America Fast-Track Review Grants* receive an expedited review. After initial staff processing, applications are reviewed by a diverse group of arts experts and other individuals with broad knowledge of the specific types of projects in this funding area. Following further staff review, these recommendations are forwarded to the Arts Endowment Chairman.

The Chairman reviews the recommendations for grants in all funding categories and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

After notification, applicants with questions may contact the Arts Endowment staff. *Any applicant whose request has not been recommended may ask for an explanation of the basis for denial. In such instances, the Arts Endowment must be contacted no later than 30 calendar days after the official notification.*

Applicants are welcome to attend meetings of the National Council on the Arts and open policy sessions of advisory panel meetings.
LEARNING IN THE ARTS FOR CHILDREN and YOUTH
How to Prepare and Submit an Application

These application guidelines provide all of the information that you need to submit an application. We urge you to read these instructions in their entirety before you begin the application process. You may also wish to print a copy (see "Printing Tips").

Organizations are required to submit their applications electronically through Grants.gov, the federal government’s online application system. Applications in paper format will not be accepted. The application deadline for the Learning in the Arts category is June 9, 2008.

Before you apply through Grants.gov for the first time, you must be registered. Registration with Grants.gov:

- Is a multi-step process.
- Takes time; allow two weeks.
- Must be completed before you can submit your application.
- Is detailed in "Register with Grants.gov" below.

If your organization has already registered with Grants.gov, you need to renew your information; see "Renew/Verify Your Registration" below.

The Grants.gov system must receive your application no later than 11:59 p.m., Eastern Time, on the deadline date. The Arts Endowment will not accept late applications. We encourage you to apply well in advance of the deadline. In addition, you may have a better experience if you submit your application outside of Grants.gov’s hours of heaviest usage, generally 12 noon to 5:00 p.m., Eastern Time.

Please be aware that the Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday. Should you encounter any difficulty submitting your application right before the deadline, the Arts Endowment will not accept your inability to contact Grants.gov after hours as a valid excuse for a late application.

If you are unable to submit your application electronically, you may request a waiver from this requirement. A waiver will be granted for the following reasons only:

- Internet access is not available within a 30-mile radius of your organization’s business office.
- Disability prevents the submission of an electronic application.

Your waiver request must be in writing and must be received (not postmarked) at the Arts Endowment at least three weeks before the application deadline. Click here for more information on waivers.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
Using Grants.gov

Applicants should access Grants.gov by following the instructions below. You will find customized instructions and links to everything that you need right here on the Arts Endowment’s Web site. If you go to Grants.gov, you will merely be directed back to these instructions. We urge you to read these instructions in their entirety before you begin the application process.

Register with Grants.gov

All applicants that have not yet done so must register with Grants.gov prior to submitting their application. This multi-step, one-time registration process cannot be completed in a single day; we recommend that you allow at least two weeks and begin the process by May 19. DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE TO REGISTER.

The Arts Endowment has created an easy-to-follow checklist for registering. Step-by-step instructions for registering also are available at Get Registered. If you have problems registering, 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 Applicant Help. The Grants.gov Customer Service hours are 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

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 in the final step of the registration process to submit your application.

Renew/Verify Your Registration

If you have already registered with Grants.gov, renew/verify your registration with Grants.gov before you apply. Make sure that:

- Your registration with the Central Contractor Registry (CCR) -- part of the Grants.gov registration process -- is up to date. Your organization’s CCR Point of Contact must renew your organization’s registration with CCR every year or it will expire. If you let your registration lapse, you may delay your ability to apply using Grants.gov. You can check your registration status by entering your DUNS number at “Search CCR” at www.ccr.gov. CCR also will alert your CCR Point of Contact when it is time for renewal. You do not have to go through the entire CCR registration process again. Rather, this is an opportunity to provide updated information. If you have no changes, the annual renewal is as simple as logging on to “Update or Renew Registration” at www.ccr.gov with your DUNS number and TPIN (Trading Partner Identification Number) and clicking “Update/Renew” and “CCR Update -- TPIN.”

- The individual who will be submitting the application is registered as an Authorized
Organization Representative (AOR) with Grants.gov and can readily locate his or her Username and Password. Any new AORs must register and be approved by your organization's Ebiz Point of Contact using the MPIN (Marketing Partner Identification Number).

Consult Grants.gov if you need additional information on renewing/verifying your registration.

**Download the Application Package**

1. **Verify your software**

   You must have Adobe Reader (version 8.1.1 or higher), a small, free software program, installed on your computer before you download your application package from Grants.gov. Earlier 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.

   To verify that you have a compatible version of Adobe Reader installed, click on the test application package link below:

   **Adobe Reader Version Test Application Package**

   If you do not already have Adobe Reader (version 8.1.1 or higher) installed on your computer, please download and follow installation instructions.

2. **Access the application package on Grants.gov** by clicking on the link for your deadline:

   **DOWNLOAD**

   [Funding Opportunity Number 2008NEA01LITA2]

   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. You may find it helpful to print out these instructions so that you will have them available for easy reference as you complete the forms. You also may want to keep these instructions open in a window in your computer as they contain helpful links to information that you will need as you complete your application.

3. **When you download the application package**, the Grants.gov “Grant Application Package” screen will open. Click on the “Save” button at the top of the form and save the application package to a location on your computer or network where you can find it readily. Close the saved application package before you start to work on it for the first time. Always open and work on your application from this location. Save your changes each time you work on your application. You do not need to be connected to Grants.gov or the Internet until you are ready to submit your completed application.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
1. Open the application package that you have saved to your computer and the
Grants.gov "Grant Application Package" screen will appear. In the "Application Filing
Name" field, enter your organization's legal name.

2. In the "Mandatory Documents" box, you will see that there are four forms that you
must fill out before you can submit your application. Move all of the forms in the
"Mandatory Documents" box to the "Mandatory Documents for Submission"
box. You must move the forms before you can open them. Once moved, the four forms
merge into a single document. You can access each form by clicking on it to highlight it
and then clicking on the "Open Form" box OR you can scroll down your screen and
you will come to each form in succession.

The 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. See instructions for completing this form below.

- **NEA Supplemental Information Form**: This form asks for some additional
  information about your organization and project. See instructions for
  completing this form below.

- **NEA Organization & Project Profile Form**: In accordance with the
  Government Performance and Results Act (GPRA), the Arts Endowment will use
  the information gathered through this form to develop statistical profiles of the
  projects that it funds for reporting to Congress and the public. See
  instructions for completing this form below.

- **Attachments Form**: This is not a form in the conventional sense, but rather a
  place to attach additional items as PDF (portable document format) files. These
  additional items (e.g., your application narrative and the Project Budget Form)
  must be included for your Grants.gov application package to be considered
  complete. See instructions for completing this form below.

3. Within a given form, you can move around either by scrolling or by clicking on the
"Next" or "Previous" button at the top of the form itself. You can move throughout the
full multi-form document either by scrolling or by using the small arrows at the bottom
of your screen. Do **not** use the Back Button arrow at the top of your screen as this will
take you out of the Grant Application Package altogether.

4. Clicking on the "Close Form" button at the top of a screen will capture your
information and return you to the "Grant Application Package" screen. Before closing
the "Grant Application Package" screen, click on the "Save" button to make sure that
your most recent information is saved.

5. When you click the "Save" button you will get the message "The File already exists.
Replace existing file?" Click "Yes" to ensure that the most recent version of your
application is saved to the same location on your computer.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
Submit Your Electronic Application

1. In the top left corner of the Grants.gov menu screen you will see buttons for Save & Submit, Save, Print, Cancel, and Check Package for Errors.

2. When you have completed your application (i.e., the four Mandatory Documents have been completed and saved), click the Check Package for Errors button to double check that you have provided all required information. This will alert you if you have left any required fields on the forms incomplete. This will not check the accuracy of your information or whether you have attached all required documents. Correct any errors and click Save to save your application package again. When your required fields are complete, you will receive the message, "Validation Passed."

3. If you want a hard copy of your completed application for your files, clicking the Print button will print out all of the forms in the Mandatory Completed Documents for Submission box. For a hard copy of the items that you are attaching to the Attachments Form, you will have to print each of these out separately from your computer.

4. 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. (REMINDER: You must have successfully completed the registration process in order to receive your Grants.gov Username and Password.)

5. 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. If everything looks accurate, 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.

NOTE: If it appears that your submission is not being successfully transmitted to Grants.gov (e.g., you do not receive a confirmation screen), it is possible that your application actually was submitted. You can check if your submission was successful by seeing if you have received the e-mail notifications from Grants.gov detailed below or by calling the Grants.gov help desk. Do not try to submit your application again until you have verified that your submission was unsuccessful. If the application was not submitted successfully, close your connection to Grants.gov and resubmit. This can happen for a number of reasons, such as heavy usage on the Grants.gov system or security settings on your computer or your firewall.

If you do not want to submit the application at this time, click the "Exit" button. You will be returned to the previous page where you can make changes in your material or exit the process.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
Grants.gov will put a date/time stamp on your application when you click the "Sign and Submit Application" button. **Your application must be stamped no later than 11:59 p.m., Eastern Time, on your deadline date; the Arts Endowment will not accept late applications.** Remember that Grants.gov's Customer Service hours end for the day at 9 p.m., Eastern Time. Should you encounter any difficulty submitting your application right before the deadline, the Arts Endowment will not accept your inability to contact Grants.gov after hours as a valid excuse for a late application.

6. After you hit the "Sign and Submit Application" button, you will receive two notifications from Grants.gov:

a. First, you will receive confirmation that your application was **received by** the Grants.gov system. This confirmation will include the **Grants.gov Tracking Number** assigned to your application. Print a copy of this notification to include with the material that you mail to the Arts Endowment and keep a copy for your records. The Tracking Number also will be e-mailed to your Authorized Organization Representative (AOR).

b. Soon thereafter (generally within 24-48 hours), you will receive notification as to whether your application was **successfully validated** by Grants.gov. You may include this in lieu of the confirmation with any material that you might mail to the Arts Endowment. If there are any errors in your application (e.g., the DUNS number on your application doesn't match exactly the DUNS number in your registration), it will be rejected by Grants.gov and not delivered to the NEA.

If Grants.gov rejects your application and the deadline has not yet passed, you can correct the error(s) in your application and resubmit. If the deadline has passed, you will not have this opportunity.

7. You also can track the progress of your application submission through Grants.gov by using your Username and Password to log in to the Grants.gov system and clicking on "Application Status."

8. After the deadline for this category, Grants.gov will notify you via e-mail when the Arts Endowment retrieves your application from Grants.gov, and again soon thereafter, when your application has been assigned an Agency Tracking Number (this will be the Arts Endowment-assigned application number). This process will serve to acknowledge the receipt of your application by the Arts Endowment.

**REMINDER:** After submission of your application to Grants.gov, you must mail certain items (detailed in "Step 6: Prepare and submit material to be mailed directly to the Arts Endowment" below) directly to the NEA. For your application to be considered complete, every item that is required MUST be included in your application package, which must be submitted no later than the application deadline date under which you are applying. Arts Endowment staff will not contact applicants to request missing material, and incomplete applications will be returned to you.

**Additional Help**

For additional help on how to use Grants.gov, please see the help material on the Grants.gov website at [Applicant Help](http://www.nea.gov/grants/apply/GAP09/LITA2.html). You also can send e-mail to the Grants.gov helpdesk at support@grants.gov or call them at 1-800-518-4726 from 7 a.m. until 9 p.m., Eastern Time, Monday to Friday.
If you contact Grants.gov for assistance, your question will be assigned a case number. This number only documents your inquiry to the help desk. It is: 1) not, in itself, an indication of a Grants.gov system problem that would excuse a late application; and 2) not related to the tracking number that Grants.gov will assign your application once it has been successfully submitted.

For specific help on how to complete your application, please review the instructions in these guidelines including the Frequently Asked Questions, or contact the Learning in the Arts staff (see "Agency Contacts").

Application Instructions

For a complete application, follow Steps 1-6 below

A complete application consists of:

- Application for Federal Domestic Assistance (SF-424)
- NEA Supplemental Information Form
- NEA Organization & Project Profile Form
- Attachments Form to which you have attached:
  - Organizational Background Statement
  - Details of the Project Narrative
  - Biographies of Key Project Personnel
  - Project Budget Form, Pages 1 and 2
  - Your Own Project Budget (optional)
  - Financial Information Form
  - Consortium Partner Information Form (official consortium applications only)
  - Organizational Activities List
  - Statements of Support
  - Work Sample Index
  - Documentation of authority to operate as the local education agency (single schools applying as the local education agency only)
- Material to be mailed directly to the Arts Endowment

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.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
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:

Check the "Applicant Eligibility" section of the guidelines for eligibility information for this category.

a. Legal Name: Enter the legal name of your organization. The name provided here must be the applicant's legal name as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

If you are a parent organization that is applying on behalf of an eligible component, do not list the name of the component here. You will be asked for that information later.

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, organizations in the United States should enter the full 9-digit zip code that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up 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 CCR (Central Contractor Registry) 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." For the 12th district of North Carolina, enter "NC-012." If you do not have a Congressional District (e.g., you are located in a U.S. territory that doesn't have districts), enter 00-000. If you need help determining your district, please visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

http://www.nea.gov/grants/apply/GAP09/LITA2.html
a. **Project Title:** Provide a brief descriptive title for your proposed project.

b. **Project Description:** In two or three sentences, briefly describe your specific project, not your organization. Use clear language that can be understood readily by readers who may not be familiar with your discipline or subject area. Indicate the target population to which this project is directed and the potential impact of this project on that population.

c. **Proposed Project Start Date/End Date:** Enter the beginning and ending dates for your requested period of support, i.e., the span of time necessary to plan, execute, and close out your proposed project. The Arts Endowment’s support of a project may start on June 1, 2009, or any time thereafter. Generally, a period of support of up to two years is allowed.

7. **Project Director:**

Provide the requested information for the Project Director. Please leave the Social Security Number box blank. 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 announcement date for your category. To make sure this individual receives e-mail from the Arts Endowment, please have AppProcessing@arts.endow.gov added to his or her approved list of senders. Also ask your organization’s e-mail administrator to ensure that messages from arts.endow.gov are accepted for delivery.

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 grant that may be awarded. For colleges and universities, this person is often a Sponsored Research, Sponsored Programs, or Contracts and Grants Officer. Please leave the Social Security Number box blank. Select a Prefix even though this is not a required field.

Provide contact information, including an e-mail address, that will be valid through the announcement date for your category. To make sure this individual receives e-mail from the Arts Endowment, please have AppProcessing@arts.endow.gov added to his or her approved list of senders. Also ask your organization’s e-mail administrator to ensure that messages from arts.endow.gov are accepted for delivery.

In some organizations, particularly smaller ones, this individual may be the same as the Project Director. If this is the case, 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. 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 of these guidelines.) The “Signature of Authorized Representative” and “Date Signed” boxes will be populated by Grants.gov upon submission of the application.
Provide contact information, including an e-mail address, that will be valid through the announcement date for your category. To make sure this individual receives e-mail from the Arts Endowment, please have AppProcessing@arts.endow.gov added to his or her approved list of senders. Also ask your organization’s e-mail administrator to ensure that messages from arts.endow.gov are accepted for delivery. If appropriate, you may want to provide an e-mail address that can be accessed by the organization, rather than a personal e-mail address.

Step 2: Fill out the National Endowment for the Arts Supplemental Information 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 has a new OMB expiration date of 11/30/2010.

1. Applicant

   Legal Name: This item has been pre-populated with information that you provided on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424).

   Popular Name: If you use a popular name that is different from your legal name, note that in the space below the IRS name.

   For this application, the applicant is serving as: If applicable, choose one of the items below from the drop down box. Otherwise, choose "Not Applicable." Refer to the "Application Limits" for definitions.

   - Lead member of a consortium. Choose the "Lead Member of a Consortium" box and list your one primary consortium partner in the space provided. Do not list more than one partner here; other organizations may participate in the project without being listed. Use the official IRS name of the primary consortium partner. If your primary partner is a component of a parent organization (e.g., an art museum located on a university campus), note the official IRS name and place the component’s name in parentheses, e.g., State University (ABC Museum).

   - Parent institution applying on behalf of an eligible separate component. Choose the "Parent of a Component" box and enter the name of the component in the space provided.

   Total organizational operating expenses for the most recently completed fiscal year: Unaudited figures are acceptable. If you are the lead applicant for a consortium, provide this information for your own organization. If you are a parent organization, provide this information for the component on whose behalf you are applying.

2. Application Information

   Project Field/Discipline: Choose the one discipline that is most relevant to your project. This selection will aid the Arts Endowment’s application review. If you have questions, contact the Learning in the Arts staff.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
• Dance (including dance presentation)
• Design (including planning, urban design, architecture, landscape architecture, interior design, product design, and graphic design)
• Folk & Traditional Arts (including folk & traditional arts projects in any art form)
• Literature
• Local Arts Agencies [Local arts agencies generally are referred to as arts councils, departments of cultural affairs, or arts commissions. While the majority are private entities, others are public municipal, county, or regional agencies that operate in cooperation with mayors and city managers. Local arts agencies generally make grant awards directly to both artists and arts organizations, present programming to the public, manage cultural facilities, provide services to artists and arts organizations, and facilitate community cultural planning. Statewide assemblies and cultural service organizations that work specifically with local arts agencies also are eligible. Projects may be in any discipline(s) or for any type of constituent service.]
• Media Arts: Film/Radio/Television
• Museums (including projects in any discipline that are submitted by a museum)
• Music (including music presentation)
• Musical Theater
• Opera
• Presenting (projects that involve multiple arts disciplines including multidisciplinary performing arts presenting and other types of multidisciplinary activities)
• Theater (including theater presentation)
• Visual Arts

Choose your field/discipline carefully. In limited cases, Arts Endowment staff may transfer an application to a field/discipline other than the one that was selected by the applicant to ensure appropriate panel review.

Category: From the drop-down box, select one of these three options as appropriate to your project:

• Learning in the Arts for Children and Youth: School-Based
• Learning in the Arts for Children and Youth: Community-Based
• Learning in the Arts for Children and Youth: Combination

Intended Outcome: The Arts Endowment has identified two outcomes that it intends to achieve through the Learning in the Arts for Children and Youth category. Select the one outcome from the second column on the form (i.e., those beginning with a B) that is most relevant to your project. Do NOT select an outcome from the first column (i.e., those beginning with an A).

3. Project Budget Summary

NOTE: In all budget fields, round all figures to the nearest dollar.

Amount Requested: This figure must agree with "Amount requested from the Arts Endowment" in Item 1 of your Project Budget form.

Total Match for this Project: This must agree with Item 2 under Income of your Project Budget form.

Total Project Costs: This figure will autocalculate. Please double check to make certain that it agrees with Item 6 under Expenses of your Project Budget form.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
Step 3: Fill out the NEA Organization & Project Profile Form

In order to see definitions of individual items, place your cursor over the relevant radio button. This form is four pages long. To move back and forth among the pages use the Previous and Next buttons at the top of the screen.

This form has a new OMB expiration date of 11/30/2010.

Step 4: Complete and Attach Required Items to the Attachments Form

The "Attachments 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. Three of these documents are themselves fillable Arts Endowment forms. The others are narratives or lists that you develop in accordance with the instructions below and then convert to PDF (portable document format) files.

Several important points:

1. When submitting through Grants.gov, attach only one copy of each item.

2. Attachments 4, 6 and 7 are fillable forms; you will find links to them. These forms can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF.

3. Attachments 1, 2, 3, 5, 8, 9, 10, and 11 are documents (e.g., narratives, lists) that you will develop in accordance with the instructions provided. These items must be submitted as PDF (portable document format) files. Using PDFs allows you to preserve the formatting of your documents so they can be presented to panelists exactly as you intend.

These non-form documents can be created using any word processing software. When you have completed the document, save it to your computer and convert it to PDF before attaching. If you don’t already have software to convert files to PDF, there are many low-cost and free software packages that can do this. To learn more, go to PDF Conversion Programs.

Please make sure to convert your documents into PDF format in line with the guidance above. With the exception of Attachment 9, 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.

NOTE: Next year, applications with attachments that are not in PDF format may not be accepted.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
4. For non-form documents, label pages clearly with the name of the item (e.g., Organizational Background) 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. Number pages sequentially; place numbers on the bottom right hand corner of each page.

5. Name your files as indicated below and attach them in the proper order. 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. See below for details.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." 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: ORGANIZATIONAL BACKGROUND STATEMENT

To this button, attach a one-page Organizational Background statement. The file name should indicate the name of your organization or a recognizable acronym followed by "OrgBackground.pdf" (e.g., "ABCDanceCoOrgBackground.pdf" or "StateUnivPerfArtsCenterOrgBackgrou nd.pdf").

This statement should cover the points below; use the following headings and letters to organize your response. If you are a parent organization that is applying on behalf of a component, this information should refer to the component on whose behalf you are applying.

- Date organization was incorporated. If not applicable, omit.

- Mission/purpose of your organization: Briefly summarize the mission and purpose of your organization. For organizations whose work extends beyond the cultural sphere (e.g., universities, human service agencies), summarize your mission as it pertains to your public cultural programs or services.

- Organization overview: Address the following:

  a. An overview of your organization's activities.

  b. Some specific examples of previous activities that demonstrate your organization's ability to carry out the project for which you are requesting support.

  c. The size and general demographics (e.g., ethnicity, income, age) of the community/region/audience that you serve. If you are a membership organization, indicate the number of individuals or organizations that you serve.

  d. A description of any special efforts that your organization is making to reach a broad segment of the community.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
ATTACHMENT 2: DETAILS OF THE PROJECT NARRATIVE

To this button, attach your Details of the Project narrative. The file name should indicate the name of your organization or a recognizable acronym followed by "DetailsOfProject.pdf."

This narrative should provide details of your project as outlined below. Your narrative can be a maximum of four pages, but keep in mind that the Arts Endowment and its panelists prefer succinct descriptions. Organize your response a), b), c), etc., and use the boldfaced language below as headings for each item. For example, "a) Goals. The ABC Performing Arts Center's goals are to ..."

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

a. **Your goals** in undertaking the project and what you hope to achieve. Address the Arts Endowment outcome that you have identified as most relevant. Identify any additional outcomes of your own that you have established for the project.

b. **Major project activities.** Be as specific as possible about the activities that will take place during the project period. Include information on the location(s) of the proposed activity and any special resources that will be used.

Discuss how the project incorporates the following components: 1) the opportunity for students and their teachers to experience exemplary works of art, in live form wherever possible; 2) **study** of the art experienced including the acquisition of skills for practicing the art form where appropriate; 3) the performance/making of art within the discipline(s) studied; and 4) assessment of student learning according to national or state arts education standards. For more information on arts education standards, please see Learning in the Arts: State and National Standards for Arts Education.

Also convey:

- Details about classes, workshops, or other sessions (number, frequency, length, ratio of artists/teachers to children/youth, etc.). Indicate the knowledge or skills acquisition that is anticipated for the participants.

- How the participants will engage in or otherwise experience the arts and artists.

- If the project is to develop, test, evaluate, or disseminate a program or practice, what phase will be implemented, and how?

c. **Schedule** of key project dates.

d. **Key individuals, organizations, and works of art** that will be involved in the project. (Bios of key project personnel are requested as a separate item.) Indicate whether the artists, other individuals, and organizations that are cited are committed to or merely proposed for the project. Where relevant, describe their involvement in the development of the project to date. Describe the process and

http://www.nea.gov/grants/apply/GAP09/LITA2.html
criteria for the selection of artists, organizations, and, where relevant, artworks. Where key individuals or organizations remain to be selected, describe the procedures that you plan to follow and the qualifications that you seek. Focus on the individual(s) who will be responsible for the arts learning aspects of the project. Such individuals may be teachers, administrators, parents, and artists, as appropriate. Describe their experience as it relates to the project.

e. The target population (i.e., the intended audience and/or other beneficiaries to whom the project is directed). If actual figures or reasonable estimates can be secured, indicate the number of people the project will serve. Have you worked with this target population before? Has the target population been involved in the planning for and implementation of the project? In the case of children and youth, describe the age range and any special needs that exist. Describe any underserved groups or areas that will benefit.

f. Plans for promoting, publicizing, and/or disseminating the project, as relevant.

g. Plans for monitoring the project and assessing assessing the degree to which you achieve your arts learning goals. Include your plans for documentation, evaluation, and dissemination, as appropriate. Describe how you will measure your success in achieving the outcomes identified in a) above. If this is an ongoing project, state the results to date and the rationale for continuing the project. Also describe how you plan to implement, as applicable:

- Assessment of student learning according to national or state arts education standards.
- Formative and summative program evaluation.
- Knowledge and/or skills development by artists, teachers, and other arts learning providers.
- Use of internal and/or external evaluators.

Be sure to indicate the costs committed to assessment on the Project Budget form. Separately identify these costs if they are part of staff salary and/or time.

h. Plans for making the project accessible to individuals with disabilities. This includes access accommodations for both facilities and programs, such as audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, etc. See the Nondiscrimination Statutes in "Assurance of Compliance" for more information. (For technical assistance on how to make your project fully accessible, contact the Arts Endowment's Accessibility Office at 202/682-5532 or 202/682-5496 Voice/T.T.Y. or the Civil Rights Office at 202/682-5454 or 202/682-5695 Voice/T.T.Y.)

i. Budget. If this project is being undertaken over and above your normal operations, what resources will be applied to cover these costs? What would you do if you receive less than 50 percent of your requested amount?

ATTACHMENT 3: BIOGRAPHIES OF KEY PROJECT PERSONNEL

To this button, attach a single file that includes all of the items below that are relevant to your application. The file name should indicate the name of your organization or a recognizable acronym followed by "Bios.pdf." Label clearly each item.
• For all applicants: Brief, current biographies of the key project personnel
  [e.g., the proposed primary artist(s), project director, teachers]. Send no more
  than two pages of bios; group several on each page. Do not substitute resumes for
  the required biographies.

• For projects that involve highly technical professionals (e.g., individuals who work
  with new technology, art conservators): Resumes (not bios) for those individuals.

• For parent organizations applying on behalf of an eligible component: A list of key
  staff of the component unit. Describe any overlaps in staffing with the parent
  organization. This documentation is required to demonstrate your eligibility.

[ATTACHMENT 4 : PROJECT BUDGET FORM, PAGES 1 and 2]
[DOWNSLOAD FORM] [INSTRUCTIONS]
To this button, attach the Project Budget form, Pages 1 and 2. The file name should
indicate the name of your organization or a recognizable acronym followed by
"ProjectBudget.pdf."

[ATTACHMENT 5 : OPTIONAL PROJECT BUDGET]
If you wish to submit a more detailed project budget, attach it to this button. This project
budget may not be submitted in lieu of the required Project Budget form in Attachment 4.
The file name should indicate the name of your organization or a recognizable acronym
followed by "SepBudget.pdf."

[ATTACHMENT 6: FINANCIAL INFORMATION FORM]
[DOWNSLOAD FORM] [INSTRUCTIONS]
To this button, attach the Financial Information form. The file name should indicate the
name of your organization or a recognizable acronym followed by "FinancialInfo.pdf." You
may not submit other documentation in lieu of the required form.

[ATTACHMENT 7: CONSORTIUM PARTNER INFORMATION FORM]
[DOWNSLOAD FORM] [INSTRUCTIONS]
If you are applying for an official Consortium Application, to this button attach the
Consortium Partner Information form. This form must include the name of the
Authorizing Official for your consortium partner, but no signature is necessary. The file
name of your attachment should indicate the name of your organization (not your partner)
or a recognizable acronym followed by "ConsortiumPartner.pdf."

[ATTACHMENT 8: ORGANIZATIONAL ACTIVITIES LIST]
To this button, attach a representative list of your Organizational Activities for the past
three seasons. The file name should indicate the name of your organization or a
recognizable acronym followed by "OrgActivities.pdf."

Submit up to three pages of a selective representative list, in chronological order, of your

This list should demonstrate eligibility (i.e., your organization's three-year history of programming) and the artistic excellence and merit of your organization. Where available, include arts or cultural programming that has a relationship to the project for which you are requesting support (e.g., examples of your previous work with children or youth). Use the bullets below as a guide to possible column headings for your list; adjust them as appropriate for your organization.

- The titles of the program or project.
- Project director.
- Key Artist(s)/Personnel. This may include arts specialists, teachers, participating artists, curriculum developers, assessment/evaluation specialists, youth/community development specialists, etc.
- The location of the activity.
- Dates of the activity and the number of classes/performances/events/exhibitions.
- Number of participants/attendance.
- Fees paid to artists/companies and/or to teachers or other arts learning providers.

(Use average or aggregate fees where appropriate.)

Example:
An after-school visual arts learning program might fill out its selective representative list as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Program/Location</th>
<th>Project Head</th>
<th>Participating Artist(s)</th>
<th>Dates/# of classes.</th>
<th>Attendance</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2005-2006</td>
<td>After School Arts/ Elementary</td>
<td>Jan Smith</td>
<td>Lois Jones, Vince Kraft</td>
<td>Sept. 05-May 06; 1 1/2 hours weekly for 26 weeks</td>
<td>125 3rd &amp; 4th grade students</td>
<td>$50</td>
</tr>
<tr>
<td>June 2006</td>
<td>The Arts at ABC Jr. High</td>
<td>Bill Miller</td>
<td>Susan Johnson</td>
<td>Oct. 06-April 07; two days every week</td>
<td>60 students</td>
<td>$50</td>
</tr>
<tr>
<td>June 2007</td>
<td>Teen Studio/ Austin Fine Arts</td>
<td>Bob Doe</td>
<td>Ray Ward, Jill Hale, Kate Hall</td>
<td>2 hours weekly/year-round</td>
<td>80 students</td>
<td>$50</td>
</tr>
</tbody>
</table>

ATTACHMENT 9: STATEMENTS OF SUPPORT

To this button, attach a single file that contains no more than five one-page statements of support for the project. The file name should indicate the name of your organization or a recognizable acronym followed by "Statements.pdf."

Statements of support are used by panelists to assess the level of commitment of project partners and the impact of project activities. Each statement should include the name, phone number, and e-mail address of the individual who provided it. Statements should be

http://www.nea.gov/grants/apply/GAP09/LITA2.html
addressed to your organization, not the NEA.

We strongly encourage you to submit statements of support electronically through Grants.gov. If you submit this item as a scanned document, scan images at a resolution between 150 dpi and 300 dpi and save them as black-and-white JPEGs (note that a "medium quality" or "low quality" JPEG will reduce the file size, and is not likely to reduce readability).

However, if you cannot submit this item electronically, you may submit a hard copy with the items detailed under "Prepare and submit material to be mailed directly to the Arts Endowment."

**ATTACHMENT 10: WORK SAMPLE INDEX**

To this button, attach your Work Sample Index. This item documents the relevance of the work samples to the project. Group several work sample descriptions on each page and do not exceed a total of three pages. Provide this as a text document; do not insert images. The file name should indicate the name of your organization or a recognizable acronym followed by "WorkSampleIndex.pdf."

For each work sample that you are including with your application (see "Prepare and submit material to be mailed directly to the Arts Endowment"), provide the information below as relevant to your particular project:

- **A letter designation.** Start with "A." List your samples in the order in which you want them reviewed (e.g., A, B, C). Make sure that the letter on the Work Sample Index corresponds to the letter on the sample work itself. Each different tape, CD, etc., should be considered one work sample. For digital images on a CD, each set (not each image) should be considered one sample.

- **Format** (e.g., VHS, DVD-R, DVD-ROM, CD, audio cassette, printed material, Web site).

- If the work sample is a set of images on CD, provide details for each image on your Work Sample Index. (Follow the instructions under "Mailed Materials/Work Sample Formats/Digital Images on CD" below.)

- For other types of work samples, provide the following for each selection on that sample. If a work sample includes more than one selection, **list your selections in the priority order** in which you would like them reviewed.
  - **Description of the work or activity** including artists and titles of work where relevant.
  - **Date** of the work or activity.
  - **Relationship** of the work sample to the project for which you are requesting support.
  - **Instructions for reviewing the selection.** Include, as relevant:
    - The track or chapter number.
    - Real elapsed time or cue information indicating the start of that selection. Note your first cue as 0:00. If your second selection starts five minutes later, note the start of that as 5:00, etc.
    - For Web sites, the URLs for the pages to be shown, as well as any necessary information on required plug-ins or the navigation path. Indicate what should be viewed on each page and explain its

http://www.nea.gov/grants/apply/GAP09/LITA2.html
relevance to the project.

Example of one page:

### Work Sample A

<table>
<thead>
<tr>
<th>Format:</th>
<th>CD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the work or activity:</td>
<td>Final student musical performances</td>
</tr>
<tr>
<td>Date:</td>
<td>June 2006</td>
</tr>
<tr>
<td>Relationship:</td>
<td>Similar to culminating student performance described in project narrative</td>
</tr>
<tr>
<td>Instructions for reviewing the selection:</td>
<td>Play the first two minutes of track #5</td>
</tr>
</tbody>
</table>

### Work Sample B

<table>
<thead>
<tr>
<th>Format:</th>
<th>Web site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the work or activity:</td>
<td>Example of assessment tool</td>
</tr>
<tr>
<td>Date:</td>
<td>March 2007</td>
</tr>
<tr>
<td>Relationship:</td>
<td>Tool will be updated and used for new project</td>
</tr>
<tr>
<td>Instructions for reviewing the selection:</td>
<td>Go to <a href="http://www.artsafterschool.org/assess.html">www.artsafterschool.org/assess.html</a>. Click on tabs at top to switch between components.</td>
</tr>
</tbody>
</table>

### ATTACHMENT 11: AUTHORITY TO OPERATE AS THE LOCAL EDUCATION AGENCY

If you are a single school that is applying as the local education agency (school district), to this button attach documentation that assigns your organization the authority to operate as the local education agency. The file name should indicate the name of your organization or a recognizable acronym followed by "SchoolDistrict.pdf."

NOTE: The Arts Endowment does not make awards directly to individual elementary or secondary schools -- charter, private, or public. Local education agencies (school districts) are eligible. If a single school also is the local education agency, as is the case with some charter schools, the school may apply with documentation that supports its status as the local education agency.

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

http://www.nea.gov/grants/apply/GAP09/LITA2.html
REMINDER: Be sure to submit all attachments as PDF files. If you work in Word initially, convert each item to PDF before submission.

**Step 5: Submit Items in Steps 1-4 above electronically through Grants.gov**

Once you have completed all of the forms in your Grants.gov application package, you are ready to submit the electronic portion of your application. Make certain that:

- You submit the most up-to-date version of your application package. (As long as you always open and work on your application from the same location and save your changes each time you close your application, this should be easy.)

- All items required to be attached to the Attachments Form are in fact attached (Step 4 above). Again, be sure that you have attached your final version of each item (not some earlier draft) and that all of your non-form documents (e.g., narratives, lists) are in PDF format.

Follow the detailed instructions under "Submit your electronic application" above.

After you submit your application to Grants.gov, you will receive two notifications: 1) Confirmation of receipt, and 2) Notification that your application has been validated. Notification of validation may take as long as 24-48 hours, a good reason to submit your application several days in advance of the deadline. If Grants.gov fails to validate your application (e.g., because of a discrepancy in your organization’s DUNS number between registration and application), you can correct the problem and resubmit if the deadline has not yet passed. If the deadline has passed, you will not have this opportunity.

**Step 6: Prepare and submit material to be mailed directly to the Arts Endowment**

In addition to the material that you submit through Grants.gov, you must mail the following items to the Arts Endowment. Work samples are a required part of all applications and are considered carefully during application review.

1. A copy of the Submission Confirmation or validation e-mail from Grants.gov that includes your Grants.gov Tracking Number. (Upon submission of your electronic application material to Grants.gov, this confirmation will display on your screen.) Be sure that this is the first item in your mailed material.

2. Two copies of work samples that can demonstrate artistic excellence and merit, and enhance the panel’s understanding of your application and your organization’s ability to carry out the project.

Samples should show activities from the past three years, provide evidence of arts learning, and be as relevant to the project as possible. Prepare a concise presentation that communicates the exemplary quality of your proposal. Keep in mind that panelists generally spend no more than three to five minutes on the work sample(s) for each.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
application in a panel meeting.

**Work samples are required for all Learning in the Arts applications.**

*All Learning in the Arts applicants:* As relevant to the project, submit samples of:

- **Children/youth work.** Wherever possible, work samples should show student work and convey the actions or reactions of the children and youth to the arts learning engagement. It is important to demonstrate the process of learning as well as the finished product. On your Work Sample Index, identify the age or grade of the children and youth; whether they are beginning, intermediate, or advanced students, or a combination thereof; and the context for the work including the chronological point in the project that is represented (e.g., start-of-year class, mid-session workshop, year-end program).

- **Artist/teacher work.** Wherever possible, work samples should demonstrate the experience and skills of the proposed artists/teachers who will be working with the children and youth in the proposed project. Submit work samples that demonstrate the quality of the instruction.

- **Curriculum units or lesson plans.** Include an explanation of their relevance to the project and to the other work samples submitted.

- **Assessment/evaluation documentation.** Include any assessment tools you may use in the project, e.g., rubrics, surveys, evaluation forms, student journal samples, final evaluation reports, or other relevant documentation.

- **Other work** that is relevant to the project.

For an existing project, submit work samples that show the same project in the past. If the project is new, work samples should demonstrate past experience with related activities. If work samples are not available, submit a brief explanation.

**Work Sample Formats**

Use the format(s) below that are best suited to your project. Do not send original material. Submit **two copies** of each sample.

- **Video and Multimedia presentations on DVD or CD**
  DVD is the preferred format. Video and multimedia presentations are limited to three minutes in length and must be in one of the following formats: QuickTime (.mov), Real Player (.rm), Windows Media Player (.wmv), or .mpeg. CDs must be in MS Windows readable format. Format each selection as a different chapter. Provide a title menu for ease in navigation during application review.

- **Audio Cassette**
  Cue to the selection(s) that you want reviewed, in priority order.

- **Audio samples on CD**
  Place each selection on a separate track. Indicate the track number(s) that you want reviewed, in priority order. At this time, digital music files (e.g., .mp3, .wav, or .aac) are not accepted. However, applicants should begin to prepare for when the Arts Endowment may accept such samples electronically.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
VHS tape cassette
Cue to the selection(s) that you want reviewed, in priority order.

Digital images on CD
CD (in MS Windows readable format) may contain up to 12 electronic images in JPEG. Do not submit TIFFs, PDFs, Word or Access files, or any other non-JPEG formats. Image format should be consistent; suggested resolution is 800 pixels x 600 pixels. Each image file should not exceed 2 MB.

Number each image and provide the following details for each image on your Work Sample Index:

- Number on the image.
- Artist’s name.
- Title of work/image.
- Date of work/activity
- A brief description of the work or activity including its relationship to the project for which you are requesting support.

PowerPoint or PDF on CD
Up to 12 images may be presented in a PowerPoint or PDF file on a CD in MS Windows readable format. Limit text to titles, captions, and brief descriptions.

Web Sites
List the URLs for the pages to be shown. Include any necessary information on required plug-ins or the navigation path. Indicate what should be viewed on each page and explain its relevance to the project. Links must be active through March 2009.

Printed material, as appropriate, including carefully selected publications, sample lesson plans, teachers’ guides, sample curricula, syllabi, program evaluation or student assessment methods, or documentation of past evaluation or assessment efforts (in print or CD format).

When preparing your work samples, keep these things in mind:

- Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel’s review of your work.

- Clearly label each sample (and where relevant its container) with the name of your organization and the corresponding letter from your Work Sample Index. Please be aware that the entire sample (not just the selected segment) is considered a part of the application package and may be reviewed. The Arts Endowment may copy or digitally convert work samples to facilitate panel review. By submitting a work sample, you are giving the Arts Endowment permission for reproduction and dissemination for this purpose.

- If you are submitting a DVD or CD, use a jewel case or appropriate envelope. Indicate the appropriate chapters or tracks on that case or envelope and the disc, as well as on your Work Sample Index.

- Work samples generally are not returned to the applicant, though the Arts Endowment will try to accommodate applicants that specifically request that we do so. Please do not submit a return envelope with your work samples. The Arts Endowment cannot be responsible for any loss or damage.

http://www.nea.gov/grants/apply/GAP09/LITA2.html
Label your package as noted below. **All mailed material must be postmarked (or show other proof of mailing) no later than June 10, 2008.** Send your package to:

**LEARNING IN THE ARTS**

_____ (Discipline/Field of your project that you selected on your application form)

Room 703  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

Be sure to include a complete return address on your package that includes your organization’s legal name. If the delivery service that you use requires a telephone number for the recipient on the label, use 202/682-5760.

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class mail. In addition, some or all of the First-Class and Priority mail we receive may be put through an irradiation process. Support material (e.g., CDs, videos) put through this process has been severely damaged. Until normal mail service resumes, please consider using a commercial delivery service, particularly if you are sending time-sensitive material.

If new information that significantly affects your application (including changes in artists or confirmed funding commitments) becomes available after your application is submitted, please send that information immediately to the specialist for the field/discipline of your project. Include your organization’s name and application number on any such submission. No changes in or revisions to your application can be made through Grants.gov.