

# National Endowment for the Arts

FY25 Grants for Arts Projects  
Guidelines Webinar  
January 10, 2024

# National Endowment for the Arts

## Staff Presenters

Wendy Clark, Museum & Visual Arts Director

Xavier Boudreaux, Jazz Specialist

Nancy Daugherty, Arts Education Specialist

Meg Kowalik, Lead Grants Management Specialist

Hi everyone, welcome. I'm Wendy Clark, Director of Museums & Visual Arts here at the NEA. Today I'm joined by Jazz Specialist Xavier Boudreaux, Arts Education Specialist Nancy Daugherty, and Lead Grants Management Specialist Meg Kowalik. We're so glad you could join us today, and we look forward to answering your questions at the end of the presentation. When asking questions, please use the Q&A function and not the Chat feature. An archive of this webinar and a slide deck will be available after we're finished, so you'll be able to access the complete webinar at your convenience. Before we get started today, we'd like to learn a little bit more about today's attendees. So if you are a first time applicant to any NEA grant program, please answer YES to this quick poll question.

# National Endowment for the Arts Grants for Arts Projects

We are committed to diversity, equity, inclusion, and accessibility, and fostering mutual respect for the diverse beliefs and values of all individuals and groups.

Direct grants to:

- Arts organizations
- Local arts agencies
- Arts service organizations
- Local education agencies (school districts)
- Other organizations that can help advance the NEA's goals

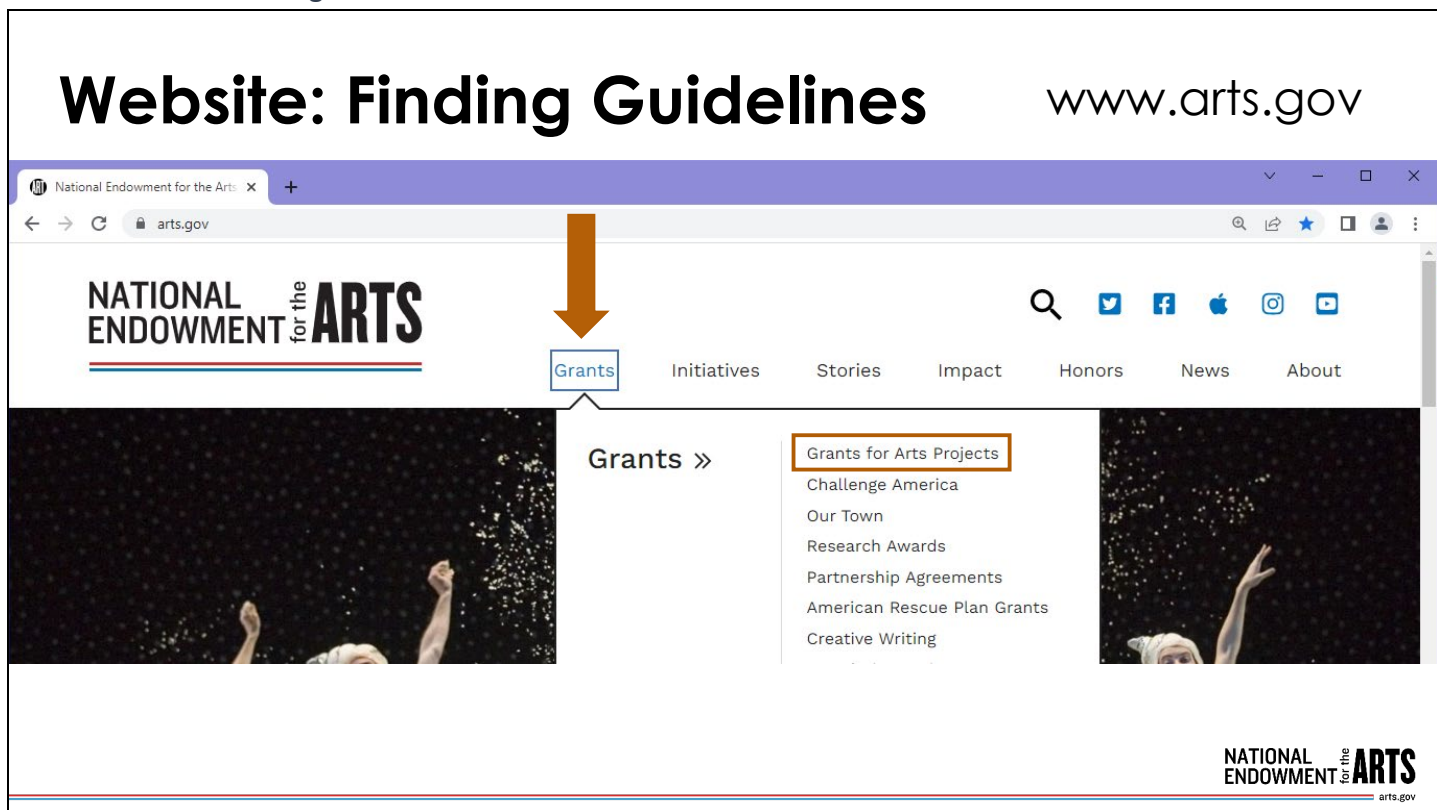


NATIONAL  
ENDOWMENT  
for the **ARTS**  
arts.gov

The National Endowment for the Arts is an independent federal agency. Through our funding programs, we award thousands of grants nationwide each year to strengthen the nation's arts and culture ecosystem, so that together we can help everyone live more artful lives. We are committed to diversity, equity, inclusion, and accessibility, and fostering mutual respect for the diverse beliefs and values of all individuals and groups.

Today's webinar will focus on our largest funding opportunity: the Grants for Arts Projects program, also known as GAP. Each year we fund over 2,000 projects through this program, supporting arts organizations, local arts agencies, arts service organizations, local education agencies (school districts), and other organizations that can help advance the NEA's goals.

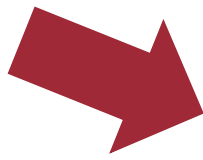
This webinar will go over the basics of this program, but full information about GAP can be found on our website.



Which is why we'll start with a quick overview on where to find the GAP program guidelines and instructions on our website.

From our homepage, [www.arts.gov](http://www.arts.gov), click on "Grants", then select "Grants for Arts Projects"

# Website: GAP Guidelines



**Grants for Arts Projects**

- Program Description
- Artistic Disciplines
- Application Calendar
- Award Information
- Unallowable Activities/Costs
- Eligibility
- How to Apply
- Application Review
- Award Administration
- FAQs
- Applicant Resources
- Contacts
- \*\*\*\*\*
- En Español

## GRANTS FOR ARTS PROJECTS: Program Description

***“The Arts . . . belong to all the people of the United States.”*** –1965  
Enabling Legislation for the National Endowment for the Arts in the National Foundation on the Arts and the Humanities Act of 1965

The National Endowment for the Arts (NEA) is proud to support the nation’s arts sector with grant opportunities so that together we can help everyone live more artful lives.

“Artful lives” is an inclusive concept encompassing everything from the creation, presentation, and consumption of art, to active arts engagement by all people through making, teaching, and learning in our everyday lives. The arts contribute to our individual well-being, the well-being of our communities, and to our local economies. The arts are crucial to helping us make sense of our circumstances from different perspectives.



This will take you to the [introductory page](#). On the left, there is a sidebar with links to each section of the guidelines. We encourage you to review the information on these pages before beginning your application. At various points in this presentation, we’ll refer you to specific sections of the guidelines.

# Website: Spanish Guidelines

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[En Español](#)



## GRANTS FOR ARTS PROJECTS: En Español

Nota: Las traducciones de los materiales de solicitud a idiomas distintos del inglés no son legalmente vinculantes, sino que se proporcionan simplemente como referencia para la conveniencia de los solicitantes. Las traducciones proporcionadas aquí se basan en la traducción automática y no podemos garantizar su exactitud. Debido a los matices de traducción, pueden existir ligeras diferencias. Si tiene algún comentario sobre estos materiales traducidos, póngase en contacto con nosotros en: [webmgr@arts.gov](mailto:webmgr@arts.gov). **Las solicitudes deben presentarse en inglés.**

- [Información de registro](#)
- [Información del programa](#)

### • Instrucciones

[Comunidades de artistas](#) (Artist Communities)

[Educación artística](#) (Arts Education)

Full GAP guidelines and instructions can also be found in Spanish by clicking on the [En Español](#) link at the bottom of the sidebar.

# Applicant Eligibility

Eligible

- US Organizations:
  - 501 (c)(3) Non-profit organizations
  - Units of State/Local Government
  - Federally recognized Tribes or Tribal Communities
- Must have a 3 year history of arts programming

Not Eligible

- Individuals
- Fiscal Sponsors
- Commercial/for profit enterprises

Applications to GAP are open to both new and returning applicants.

In order to be eligible to apply, an organization must be based in the United States, *and* be a 501c3 nonprofit, a unit of state or local government, or a federally recognized tribe or tribal community. Organizations must have completed 3 years of arts programming prior to the application deadline. The organization does not need to have been a 501c3 for all of those 3 years, but it does need to have 501c3 status at the time of application.

GAP does not accept applications from individuals; applications from fiscal sponsors; or applications from commercial or for-profit enterprises.

# Project-Based Support

## Activities may include:

- Creation/development of new works
- Public engagement with, and access to, the arts
- Learning in the arts at all stages of life
- Services to the field

## We support:

- Small, medium, and large projects
- Existing and new projects
- Projects in communities of any size that take place in any part of the 50 states and U.S. jurisdictions
- Projects may be for a two-year period of support
- Applications may contain several components

GAP funding is project-based. Meaning, your application should be for a *specific* set of activities, such as an exhibition, or performing arts production, and not your entire season of programming.

We accept a broad range of project activities in GAP, including for the creation and development of new works; public engagement with, and access to, the arts; learning in the arts at all stages of life; and services to the field.

We support a wide variety of project sizes, from the very small to the very large. Projects can be an existing program that your organization produces or presents each year, or it can be for a brand new activity. We support projects in communities of any size in all 50 states and US jurisdictions, including projects that serve rural, suburban and urban areas.

Additionally: Projects may be for a two-year period of support, and applications may contain several components. For example, if you are proposing a performance series, you may also include related engagement or educational programming.



# Areas of Particular Interest

Arts projects with a focus on advancing the health and well-being of individuals and communities.

Technology-centered creative practices across all artistic disciplines and forms.

Projects that develop creative work exploring artificial intelligence (AI), and/or reflect on the impact of AI, in a way that is consistent with valuing human artistry.

Programming marking the 250th anniversary of the United States through arts projects that educate and engage communities in dialogue about the past, present, and future of our nation.

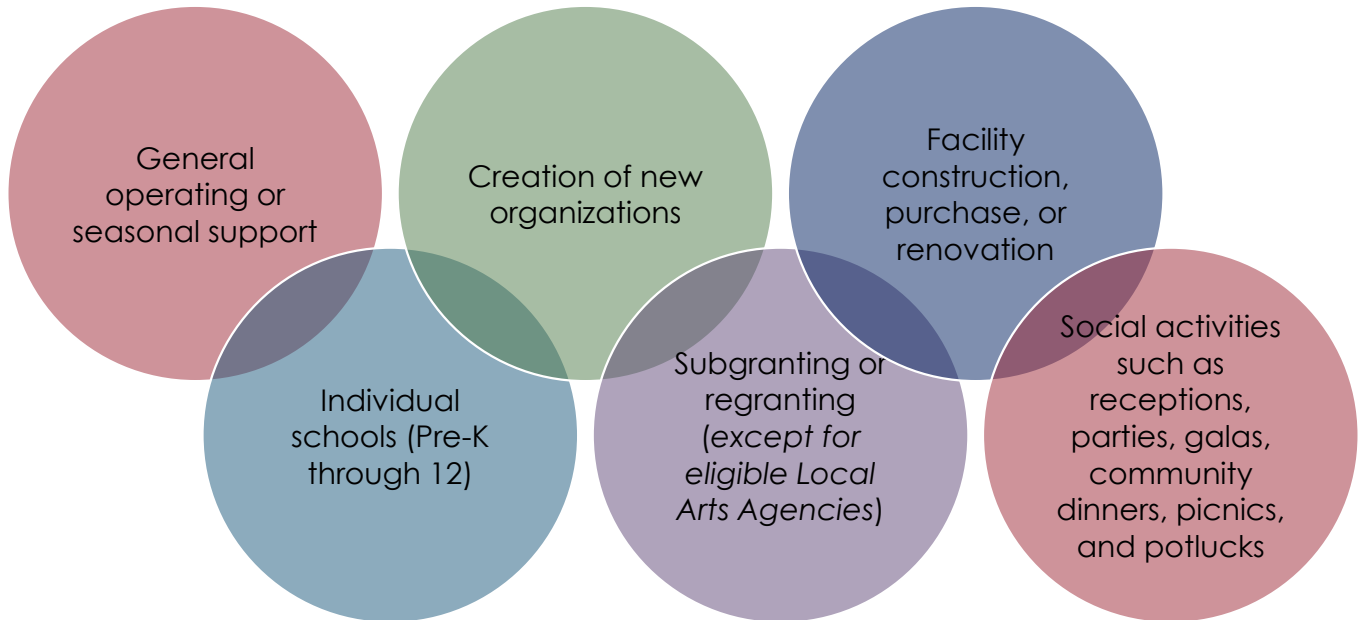
Full list: **Program Description** link on the website

Among several areas of particular interest, we encourage

- Arts projects with a focus on advancing the health and well-being of individuals and communities.
- Technology-centered creative practices across all artistic disciplines and forms.
- Projects that develop creative work exploring artificial intelligence (AI), and/or reflect on the impact of AI, in a way that is consistent with valuing human artistry.
- And programming marking the 250th anniversary of the United States through arts projects that educate and engage communities in dialogue about the past, present, and future of our nation.

A full list of funding priorities can be found in the [Program Description](#) section of the guidelines

# We Do Not Fund



Full list: **Unallowable Activities/Costs** link on the website

There are restrictions on what we are able to fund. Some examples of activities or costs we do not fund include:

- General operating or seasonal support – as we mentioned before, projects should be for a specific set of activities.
- Individual Pre-k through 12 schools
- The creation of new organizations
- Subgranting or regranting, with the exception of eligible Local Arts Agencies
- Facility construction, purchase, or renovation
- And social activities, such as receptions, parties, galas, community dinners, picnics, and potlucks

This is only a partial list - a full list can be found in the guidelines at the [Unallowable Activities/Costs](#) link.

# Compliance Requirements

## Accessibility

- All projects must be both programmatically and physically accessible to individuals with disabilities in accordance with federal law including ADA and Section 504.

## Non-discrimination

- Applications may focus on a particular group or demographic; however, they may not be exclusionary under Federal civil rights laws and policies prohibiting discrimination. This extends to hiring practices, artist selection processes, and audience engagement.

## National Historic Preservation Act & National Environmental Protection Act

Additional staff review for projects that take place:

- Inside/near a historic site
- Outdoors

Recorded webinars available under **Applicant Resources**

NEA grants are federal, and come with compliance requirements to ensure that everything we fund adheres to federal regulations. When preparing your application, you'll want to keep the following in mind:

- All projects must be both programmatically and physically [accessible](#) to individuals with disabilities in accordance with federal law – including the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act
- And while applications may focus on a particular group or demographic, they may not be exclusionary under [Federal civil rights laws and policies prohibiting discrimination](#). This extends to hiring practices, artist selection processes, and audience engagement.
- Projects that take place inside of, or near to, a historic site; and/or outdoors may be subject to additional staff review to ensure they are in compliance with the [National Historic Preservation Act](#) and the [National Environmental Protection Act](#)

You can find links to pre-recorded webinars about each of these topics on the [Applicant Resources](#) page on the website.

# Funding Amounts

Applicants may request an amount between \$10,000 and \$100,000

Exception: Local Arts Agencies subgranting projects may request between \$30,000 - \$150,000

Applicants must demonstrate a minimum 1:1 cost-share/match

Example:  
\$10,000 NEA Request  
\$10,000 Cost share/match  
\$20,000 Project costs

Sources may include: private foundations, individual donations, ticket sales, and in-kind sources, among others

Funds **do not** need to be committed at the time of application

Federal funds may NOT be used as part of your cost-share/match

No funds from other federal agencies, such as NEH or IMLS

Funds from Local or State gov't or RAOs **may** be used in your match, as long as those funds did not originate at the federal level

Applicants may request an amount between \$10,000 and \$100,000, with the exception of Local Arts Agencies, which may request between \$30,000 to \$150,000 for sub-granting projects

Applicants must demonstrate a minimum 1:1 cost-share/match. For example: a \$10,000 NEA request means you must show at least \$10,000 in cost-share/ matching funds, and your total project costs must be at least \$20,000. Matching funds may come from a variety of sources, including: private foundations, individual donations, ticket sales, and in-kind sources, among others. Cost-share/matching funds do not need to be committed when you submit your application.

Federal funds may NOT be used as part of your cost-share/match. This includes funding from other federal agencies such as the National Endowment for the Humanities, or Institute of Museum and Library Services, among others. Funds from Local or State government, or Regional Arts Organizations may be used in your match, as long as those funds did not originate at the federal level.

# Application Limits

An organization may apply once per calendar year to either GAP or Challenge America.

## Independent Component (IC):

Independent unit of a larger (parent) organization

- Unique Mission
- Board
- Budget
- Staff
- 3 year programming history
- ICs must be approved by the NEA

Additional application: **Our Town** or **Research** grant categories

No overlapping costs/activities

More details: **Eligibility** section -> **Application Limits**

An organization may apply ONCE per calendar year to either GAP or the Challenge America grant category – you may not apply to both in the same year. The one exception to this rule is for organizations submitting an additional application on behalf of an Independent Component (IC)

- An IC is a unit of a larger organization – referred to as the Parent organization - that operates independently
  - In order to qualify as an IC, the unit must have its own: unique mission, advisory board, budget, and staff, all of which are dedicated primarily to the IC, and not the Parent org. The IC must also have completed at least 3 years of programming prior to the deadline. ICs must be approved by the NEA – if you are applying for an IC for the first time, reach out to staff well before the application deadline to start the approval process

Organizations may also submit applications to the Our Town or Research grant categories in addition to their GAP application

In each case, you need to be sure that your applications and grants do not overlap in terms of costs or activities. In other words, you cannot use more than one NEA grant to fund the same activities. More information can be found in the [Eligibility](#) section of the guidelines, under “Application Limits”

# Artistic Disciplines

Artist Communities	Arts Education	Dance	Design	Folk & Traditional Arts
Literary Arts	Local Arts Agencies	Media Arts	Museums	Music
Musical Theater	Opera	Presenting & Multidisciplinary Works	Theater	Visual Arts

Applications are accepted under 15 different sub-categories, called “disciplines”. Each has their own specific set of guidelines, requirements, and staff. Since our funding is project based, applicants should select the program area that best suits the content of their **project**, which may differ from their organization type. If you are unsure which area best suits your project, our staff is more than happy to discuss the options with you, so please reach out. We’ll post contact info at the end of the presentation.

# Artistic Disciplines: Descriptions

**Grants for Arts Projects**

- Program Description
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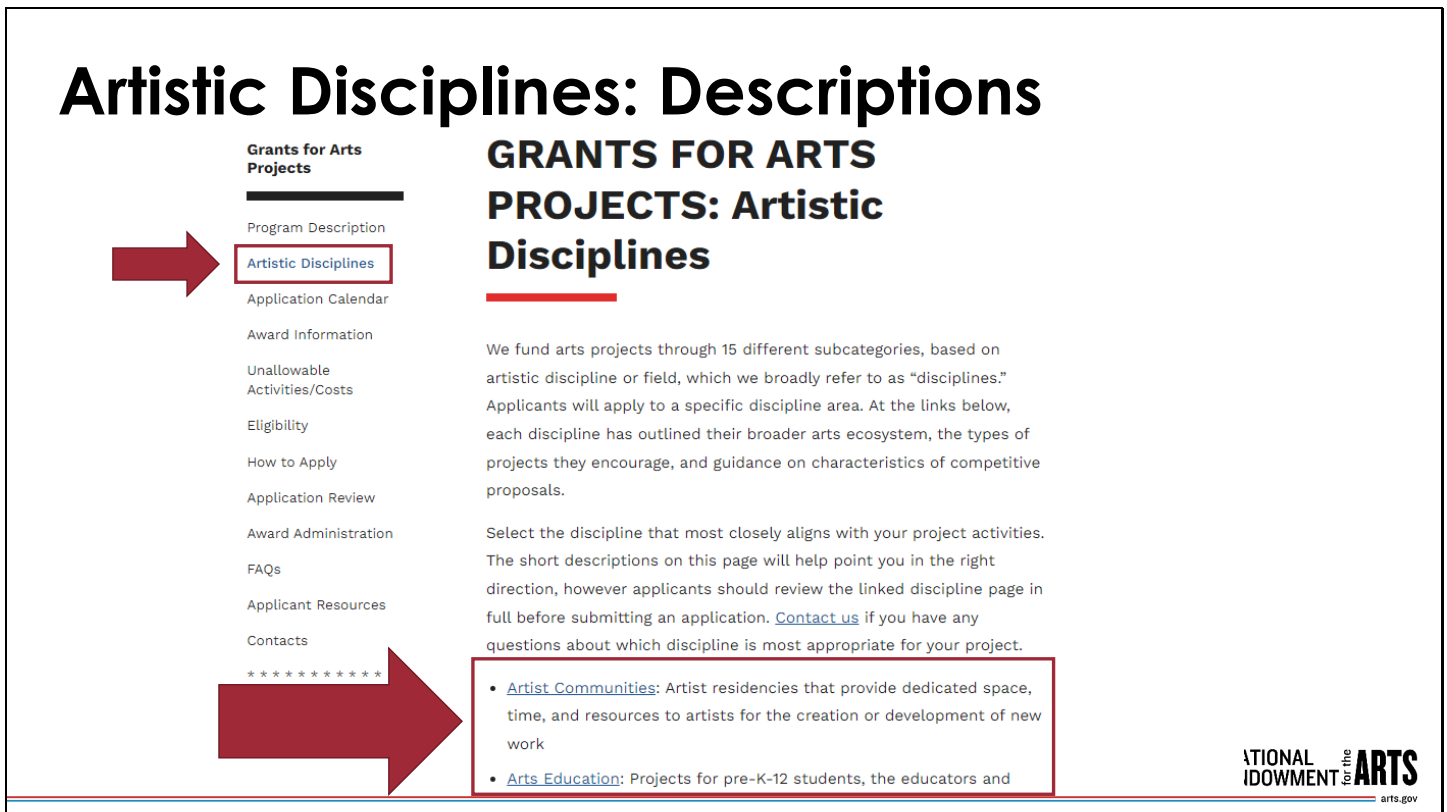
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## GRANTS FOR ARTS PROJECTS: Artistic Disciplines

We fund arts projects through 15 different subcategories, based on artistic discipline or field, which we broadly refer to as “disciplines.” Applicants will apply to a specific discipline area. At the links below, each discipline has outlined their broader arts ecosystem, the types of projects they encourage, and guidance on characteristics of competitive proposals.

Select the discipline that most closely aligns with your project activities. The short descriptions on this page will help point you in the right direction, however applicants should review the linked discipline page in full before submitting an application. [Contact us](#) if you have any questions about which discipline is most appropriate for your project.

- [Artist Communities](#): Artist residencies that provide dedicated space, time, and resources to artists for the creation or development of new work
- [Arts Education](#): Projects for pre-K-12 students, the educators and



On the website, you can find a full description for each discipline by clicking on the [Artistic Disciplines](#) link in the left sidebar, and then selecting the discipline that most closely aligns with your project type. Even if you are a returning applicant, we recommend reviewing this information, since the discipline pages have been significantly updated this year to include a description of each discipline’s unique arts ecosystem, accepted project types, and guidance on the characteristics of competitive proposals.

# Application Review: Criteria

Artistic Excellence

Artistic Merit

All applications are reviewed based on two, congressionally mandated, review criteria: Artistic Excellence and Artistic Merit. We encourage you to keep the criteria in mind while you are preparing your application.



# Application Review: Artistic Excellence Criteria

## Artistic Excellence

The quality of the artists and other key individuals, creative process, works of art, organizations, arts education providers, artistic partners, and/or services involved in the project and their relevance to the audience or communities the project aims to serve.

Artistic Excellence includes: quality of the artists and other key individuals, creative process, works of art, organizations, arts education providers, artistic partners, and/or services involved in the project and their relevance to the audience or communities the project aims to serve.

# Application Review: Artistic Merit Criteria

## Artistic Merit

The value and appropriateness of the project to the organization's mission, artistic field, artists, audience, community, and/or constituency.

The ability to carry out the project based on such factors as:

- appropriateness of the budget
- clarity of the project activities, resources involved, and
- qualifications of the project's personnel and/or partnerships.

Clearly defined goals and/or proposed outcomes, and an appropriate plan to determine if those goals and/or outcomes are met. This includes, where relevant, measures to assess student and/or teacher learning in arts education.

Evidence of direct compensation to artists, makers, art collectives, and/or art workers.

As applicable:

- Engagement with individuals whose opportunities to experience the arts are limited by geography, race or ethnicity, economics, or disability.
- Ability to strengthen the arts sector through knowledge-sharing and resources

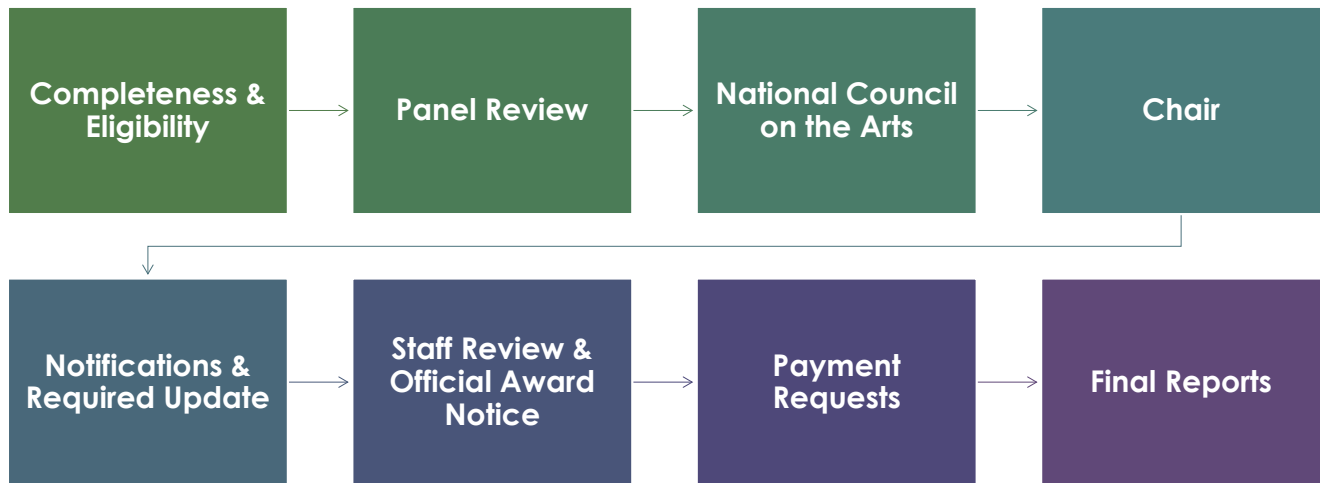
### Artistic Merit includes:

- The value and appropriateness of the project to the organization's mission, artistic field, artists, audience, community, and/or constituency.
- The ability to carry out the project based on such factors as the appropriateness of the budget, clarity of the project activities, resources involved, and the qualifications of the project's personnel and/or partnerships.
- Clearly defined goals and/or proposed outcomes, and an appropriate plan to determine if those goals and/or outcomes are met. This includes, where relevant, measures to assess student and/or teacher learning in arts education.
- Evidence of direct compensation to artists, makers, art collectives, and/or art workers.

### And as applicable:

- Engagement with individuals whose opportunities to experience the arts are limited by geography, race or ethnicity, economics, or disability, and
- Ability to strengthen the arts sector through knowledge-sharing and resources.

# Review and Funding Process



Here is a brief overview of how we review and fund projects:

- First, staff checks submitted applications for completeness and eligibility. All complete and eligible applications continue on through the process.
- Applications are reviewed by a peer-review panel, comprised of artists and arts administrators from across the country, and each panel is congressionally mandated to have at least one layperson – someone who is knowledgeable in the arts, but who is not an artist or arts administrator. Panelists provide scores and comments based on the review criteria.
- After panels are complete, staff presents funding recommendations to the National Council on the Arts, for their approval
- After the council meeting, the Chair gives her final sign off on all recommendations.
- Applicants receive a decision notification via email. Recommended applicants will be asked to provide an update, including a revised budget, and an accessibility form.
- Staff will review your documents and make sure that everything in the recommended application adheres to federal rules and regulations. This part of the process can take several weeks. Once this review is complete, staff will issue award documents. This is when your recommended application officially becomes a grant, and you will be notified via email.
- Payments are not automatically disbursed. After you receive your award notification, you can begin to submit payment requests.
- All grantees are required to submit final reports, which are due 120 days after the end of your grant period.

# Application Calendar

	February Deadline (GAP 1)	July Deadline (GAP 2)
Part 1: Grants.gov	February 15, 2024 at 11:59 pm ET	July 11, 2024 at 11:59 pm ET
Part 2: Applicant Portal window	From 9 am ET on February 21 through 11:59 pm ET on February 28, 2024	From 9 am ET on July 16 through 11:59 pm ET on July 23, 2024
Notifications	Early to mid November 2024	Early to mid April 2025
Earliest project start date	January 1, 2025	June 1, 2025

All program areas accept applications at both deadlines, EXCEPT **Artist Communities** and **Design**, which only accept applications in February

GAP Accepts applications at 2 deadlines each year: February and July. All discipline areas accept applications at both deadlines, with the exception of Artist Communities and Design, which *only* accept applications in February. As a reminder – an organization can only submit once per calendar year, so you cannot apply to both GAP deadlines. Decision notifications for GAP1 are typically sent out in early to mid November, and for GAP 2 in early to mid April. It’s also important to note that the earliest allowable start date for project activities differs between the deadlines - for the February GAP1 deadline, the earliest allowable start date is January 1, 2025; and for the July GAP2 deadline, the earliest allowable start date is June 1, 2025.

Submitting an application is a multi-part process, which we will dig into on the following slides.

# How to Apply: Registration

Create and maintain **free** registrations with Login.gov, SAM and Grants.gov

Registrations can take several weeks to finalize: start early!

NEA staff does not have access to your registrations

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## GRANTS FOR ARTS PROJECTS: How to Apply

Applying for a federal grant can be time consuming. Please be sure to give yourself sufficient time for registration, which can take several weeks. We estimate that after registering, the process to draft and submit an application takes approximately 26 hours.

Submitting an application is a multi-step process:

1. **Register** with [Login.gov](#), the System for Award Management (SAM) at [SAM.gov](#), and [Grants.gov](#) or renew/verify these registrations. [Download Registration Guidance PDF.](#)

Links & Technical support resources:  
**How to Apply ->Registration Guidance PDF**

The first step is to register, or renew your registrations, with [Login.gov](#), the System for Award Management, also known as [SAM](#), and [Grants.gov](#). These are federal government websites, so registering and maintaining these accounts is always *free*.

These registrations can take several weeks to finalize, so begin this process early. Your registrations must be active for you to submit your application. If you have applied for NEA support in the past, it's likely that you already have these registrations, but you should double check to make sure they are active and up to date. Login.gov, SAM and grants.gov are operated by other federal agencies, so NEA staff does not have internal access to their systems and can't provide technical support. If you need assistance with any of these agencies, you can reach out to them directly.

Information on the registration process, including links to each registration site, and technical support resources for each agency, can be found in the [Registration Guidance PDF](#) in the [How to Apply](#) section of the website.

# How to Apply

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Submitting an application is a multi-step process:

1. **Register** with [Login.gov](#), the System for Award Management (SAM) at [SAM.gov](#), and [Grants.gov](#) or renew/verify these registrations. [Download Registration Guidance PDF.](#)
2. **Submit your application:**
  - **Application Part 1, Grants.gov**  
Submit to Grants.gov the "Application for Federal Domestic Assistance/Short Organization Form." This is a brief form that will collect basic information about your organization. **A direct link to the Grants.gov Opportunity Package is included further down this on this page.** You must successfully submit Part 1 in order to continue to Part 2. See links below for full instructions and



Once your registrations are all set, you can begin the application process. To start, go to the [How to Apply](#) page in the GAP guidelines.

# How to Apply: Instructions

## PART 1 & 2 INSTRUCTIONS AND APPLICATION QUESTIONS

To download the instructions, select the artistic discipline from the list below that most closely corresponds with your proposed project activities. Instructions and requirements vary between disciplines. If you are unsure which discipline is the right choice, review the [Artistic Disciplines descriptions](#), or contact our [staff](#). ([Haga clic aquí para obtener instrucciones en español.](#))

[Artist Communities](#) | [Arts Education](#) | [Dance](#) | [Design](#)  
[Folk & Traditional Arts](#) | [Literary Arts](#) | [Local Arts Agencies](#)  
[Media Arts](#) | [Museums](#) | [Music](#) | [Musical Theater](#) | [Opera](#)  
[Presenting & Multidisciplinary Works](#) | [Theater](#) | [Visual Arts](#)

### Grants for Arts Projects: Dance FY25 Application Instructions

#### Introduction and Calendar

A Grants for Arts Projects (GAP) application consists of two parts:

**Part 1: Submit the Application for Federal Domestic Assistance/Short Organizational Form to Grants.gov.** This form collects basic information about your organization. You must successfully complete Part 1 in order to have access to Part 2.

**Part 2: Submit the Grant Application Form (GAF) through the NEA's Applicant Portal (AP).** The GAF collects the remainder of your application, including:

- Answers to narrative questions about your organization and project,
- Budget information about your organization and project,
- Information about key individuals and partners, and
- Work samples.

This document will walk you through how to submit both parts of the application.

Be sure that you have selected the discipline that corresponds to your project (e.g., Arts Education, Dance, Music, Visual Arts, etc.) as application instructions and requirements vary between disciplines.

#### Submission Deadlines:

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

	February Grants for Arts Projects (GAP 1)	July Grants for Arts Projects (GAP 2)
<b>Part 1: Grants.gov</b>	February 15, 2024 at 11:59 pm ET	July 11, 2024 at 11:59 pm ET
<b>Part 2: Applicant Portal window</b>	From 9 am ET on February 21 through 11:59 pm ET on February 28, 2024	From 9 am ET on July 16 through 11:59 pm ET on July 23, 2024

Applicant Portal access will only be available during the dates listed above for Part 2. You will not be able to access the portal until the first day in the window.

Scroll down to PART 1 & 2 INSTRUCTIONS AND APPLICATION QUESTIONS, where you will find links to detailed, step-by-step instructions on how to complete both Part 1 *and* Part 2 of the application. Each discipline has their own Instructions PDF. Some portions of the application differ by discipline, so be sure to use the correct PDF.

# How to Apply: Part 1

## Direct link to Grants.gov Opportunity Package for Part 1

Access the Grant Opportunity Package for Part 1 with the *Application for Federal Domestic Assistance/Short Organization Form (SF-424)* on Grants.gov by clicking on the link below:

For the February 15, 2024 deadline:

[CLICK HERE: Funding Opportunity Number 2024NEA01GAP1](#)

The Grant Opportunity Package for the July 2024 deadline will be available by June 2024.

1. Clicking the link above will take you **directly** to the pre-populated application package in Grants.gov.

The screenshot shows the 'APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational' form. It includes sections for: 1. NAME OF FEDERAL AGENCY, 2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER, 3. APPLICANT INFORMATION (Legal Name, Address, City, State, Country, etc.), 4. TYPE OF APPLICANT, and 5. PROJECT INFORMATION (Project Title, Description). The form is pre-populated with placeholder text and includes a 'View Burden Statement' link at the top right.

To complete Part 1 of the application, you will need to fill out and submit the “application for federal domestic assistance” form in Grants.gov. This form asks for basic information, including the name of your organization, and contact info. The rest of your application materials will be submitted through Part 2.

A direct link to the form can be found on the [How to Apply](#) page. We recommend using this link to navigate to the correct version of the form. The package for the February deadline is available now, and the package for the July deadline will be available by June.

Applicants will use Grants.gov’s Workspace platform to complete and submit the form.



# How to Apply: Grants.gov Workspace

The screenshot shows a web browser window with the URL [grants.gov/applicants/applicant-training](https://grants.gov/applicants/applicant-training). The page is titled "APPLICANT TRAINING" and is divided into three main sections:

- GRANT APPLICATIONS**
  - [How to Apply for Grants](#)
  - [Track My Application](#)
- APPLICANT RESOURCES**
  - [Workspace Overview](#)
  - [Applicant Eligibility](#)
  - [Applicant Registration](#)
  - Applicant Training**
  - [Applicant FAQs](#)
  - [Adobe Software Compatibility](#)
  - [Submitting UTF-8 Special Characters](#)
  - [Encountering Error Messages](#)
- APPLICANT TRAINING**
  - Training Resources and Videos for Grants.gov**

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the [Grants 101](#) section under the [Learn Grants](#) tab.
  - Featured Video**
    - How to Create a Workspace**

*Updated on July 9, 2019*

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications.

On the right side of the page, there are two additional sections:

- Help: Online User Guide**

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.
- Applicant Overview**

[Grants.gov Applicant Overview Training Presentation](#) - Everything you need to know about navigating Grants.gov as an Applicant.

For a step-by-step guide to organization applicant registration, check out the [Grants.gov Organization Applicant Registration pages](#).

Grants.gov provides a number of resources to help you navigate how to use Workspace. If you are new to the process, we recommend checking out their [Applicant Training](#) webpage, which includes links to help resources, and video tutorials on how to use Workspace.

# How to Apply: Part 2 Applicant Portal

## Access

- One week window: dates are in the calendar for each deadline
- **No additional registration required**
- Link to the portal in the Instructions PDF
- Username and password are specific to your application

## Application Materials

- Project narrative & budget
- Background organization info
- Work samples/supplementary materials

Part 2 of the application is submitted through the NEA's applicant portal website

You'll have a one week window to access the portal to submit your materials. Don't try to access the portal before the window – you won't be able to log in. The dates for the application window are listed on the application calendar.

No additional registration is required for the Applicant Portal, your username and password will be automatically generated after you successfully submit Part 1. A link to the portal and details on how to find your username and password can be found in the Instructions PDF document. Each username and password is tied to a specific application, so if you have submitted in the past, make sure you are using the new login credentials assigned to the current application.

Through the Applicant portal, you'll use the Grant Application Form to submit the rest of your application materials, including your project narrative and budget, background information about your organization, and work samples or supplementary materials.

# How to Apply: Part 2

View Application Data | Organization Info | Arts Programmatic History | Project Details | Project Budget

← Previous | Next → | Validate

Organization Info

Organization Details | Organization Budget

**Organization**

Legal/IRS Name (per your IRS Determination Letter) \*

Popular Name (if different)

For this application, are you serving as the Parent of an Independent Component  Yes  No

Year Founded \*

Mission of Your Organization: \*

(500 Character Limit, including spaces. Remaining: 500 characters.)

## Grants for Arts Projects: Dance FY25 Application Instructions: Part 2 Applicant Portal

When filling out the Grant Application Form, you must adhere to the character count limit in each section. Do not include hyperlinks, unless specifically requested in the instructions below. Unsolicited hyperlinks will not be reviewed.

### Tab 1: View Application Data

This section is the first screen you will see when you open the Grant Application Form. It cannot be edited. If you find any incorrect information on this page, [contact](#) an NEA staff member.

### Tab 2: Organization Info

#### Subtab 1: Organization Details

**LEGAL/IRS NAME\***: Must match the Organization name you entered in the *Application for Federal Domestic Assistance/Short Organizational Form*

**POPULAR NAME**: If different from the Organization's Legal/IRS name

#### FOR THIS APPLICATION, ARE YOU SERVING AS THE PARENT OF AN INDEPENDENT COMPONENT?

Radio buttons: Yes/No

Before choosing, [see the definition](#) of official Independent Component status. If you select Yes: Enter the name of the component.

**YEAR FOUNDED\***: Enter the year your organization was founded.

#### MISSION OF YOUR ORGANIZATION\*

Text box: 500 character limit, including spaces

#### ORGANIZATIONAL CONTEXT FOR PROJECT ACTIVITIES\*

Text box: 2,000 character limit, including spaces

Here is a screenshot of the Applicant Portal. Each section of the application is organized through a series of tabs found at the top, some of which have subtabs. You will navigate through each tab and subtab to complete the application. For narrative sections, there is a character limit listed at the bottom. While you won't be able to access the portal until the application window, the instructions document provides details on what we ask for in each section of the application, including character counts. You can use this to draft your application before the portal opens. A detailed tutorial on how to navigate the Applicant Portal can be found in the [Applicant Resources](#) page.

# Tips

- 
- Financial need is not part of the review criteria.
  - A good plan > good idea
  - Applications are awarded on a competitive basis.
  - Reach out to staff before the deadline
  - Volunteer to be a panelist -> [www.arts.gov/grants](http://www.arts.gov/grants)
  - Start early!

We'll go over a few tips:

Financial need is not part of the review criteria. Panelists are instructed not to penalize organizations based on organization size and/or perceived need. However, your organization's ability to carry out the project is a part of the Artistic Merit evaluation.

All of the applications we receive have good ideas, but it's also important to have a clearly outlined plan. Make sure you have identified the who, what, when, and where of your project so that panelists can understand the scope of your planned activities.

Applications are awarded on a competitive basis. We do not have a set roster of organizations that are guaranteed funding, so each year is a fresh start. Panelists will not receive information about your previous applications or grants with the NEA as part of their review

Reach out to program staff prior to application submission. While staff cannot review your full draft, they are available to answer your questions and provide insight. We recommend that you contact staff well in advance of the application deadline, so that you have enough time to make adjustments, if needed.

We also encourage you to volunteer to be a panelist - it's a great way to learn about the process. It is a lot of work, so make sure you have the time in your schedule before committing to panel service. There is a link to sign up on the main grants page on our website. If you know any friends or colleagues who would be good panelists, encourage them to sign up as well.

Start Early! Each part of the application process can be time consuming, so give yourself ample time to complete each step. We anticipate that after registering, it takes approximately 26 hours to draft and submit your application.

# FAQs & Applicant Resources

## Grants for Arts Projects

- Program Description
- Artistic Disciplines
- Application Calendar
- Award Information
- Unallowable Activities/Costs
- Eligibility
- How to Apply
- Application Review
- Award Administration
- FAQs**
- Applicant Resources**
- Contacts
- \*\*\*\*\*
- En Español



## GRANTS FOR ARTS PROJECTS: Program Description

*“The Arts . . . belong to all the people of the United States.” \**

The National Endowment for the Arts (NEA) is proud to support the nation's arts sector with grant opportunities so that together we can help everyone live more artful lives. The arts contribute to our individual well-being, the well-being of our communities, and to our local economies. The arts are also crucial to helping us make sense of our circumstances from different perspectives as we emerge from the pandemic and plan for the future.

### Grants for Arts Projects

Grants for Arts Projects is our largest grants program for organizations, providing comprehensive and expansive funding opportunities for

On the website, we also have a section for [FAQs](#) and [Applicant Resources](#), both of which have lots of useful information for applicants.

# Applicant Resources

Application Checklist

Online Applicant Portal Tutorial

Sample Application Narratives

Accessibility, Civil Rights, and NHPA compliance webinars

Links to discipline specific webinars and office hours

Some of the resources you will find there include:

- An Application Checklist outlining each part of the application
- An Online Tutorial demonstrating in detail how to use the Applicant Portal
- Sample Application Narratives from each artistic discipline area.
- Recorded webinars covering Accessibility, Civil Rights, and National Historic Preservation Act compliance, and
- Links to discipline specific webinars and office hours

# Upcoming Sessions

Register online: [arts.gov/news/events](https://arts.gov/news/events)  
or on the **Applicant Resources** page

GAP Webinars		
Dance	1/24/2024	2 - 3pm ET
Design	1/23/2024	2 - 3pm ET
Media Arts	1/16/2024	2 - 3:30 ET

Organization-Specific Webinars and Office Hours		
HBCUs Office Hours	1/24/2024	3 - 4pm ET
Tribes and Native-serving Organizations Webinar	1/25/2024	3 - 4:30pm ET
Tribes and Native-serving Organizations Office Hours	4/4/2024 & 6/13/2024	3 - 4pm ET

GAP Office Hours		
Arts Education	1/23/2024 & 1/25/2024	3 - 4pm ET
Dance	2/23/2024	2 - 3pm ET
Literary Arts	2/1/2024	1-2pm ET
Local Arts Agencies	1/16/2024	2:30pm-3:30pm ET
Media Arts	1/30/2024 & 2/21/2024	2 - 3pm ET
Museums & Visual Arts	1/23/2024	2 - 3pm ET
Music	1/16/2024	2-3:15pm ET
Opera	1/17/2024	2-3:15pm ET
Theater & Musical Theater	1/17/2024	2 - 3pm ET

Other Grant Category Webinars		
Challenge America	2/28/2024	3-4pm ET
Research Awards	TBA - March	TBA



Here are upcoming GAP discipline-specific guidelines webinars and office hours sessions. Webinars typically include a more in-depth presentation, while office hours generally have a smaller presentation and are more focused on answering questions. These will provide you with an opportunity to get to know more about these individual areas. In addition to webinars focused on artistic disciplines, we also have sessions scheduled for Tribes & Native-serving organizations, and HBCUs. If you are interested in our other grant programs, we also have upcoming webinars for Challenge America and Research Awards.

You can find a full and up to date list on the [Applicant Resources](#) page, or by going to our [Events](#) page.

# Contacts

[arts.gov/grants/grants-for-arts-projects/contacts](https://arts.gov/grants/grants-for-arts-projects/contacts)

<b>Artist Communities</b> <a href="mailto:artistcommunities@arts.gov">artistcommunities@arts.gov</a>	<b>Arts Education</b> Denise Brandenburg <a href="mailto:brandenburg@arts.gov">brandenburg@arts.gov</a> Nancy Daugherty <a href="mailto:daughern@arts.gov">daughern@arts.gov</a> Lakita Edwards <a href="mailto:edwardsl@arts.gov">edwardsl@arts.gov</a>	<b>Dance</b> Kate Folsom <a href="mailto:folsomk@arts.gov">folsomk@arts.gov</a> Juliana Mascelli <a href="mailto:mascellij@arts.gov">mascellij@arts.gov</a>	<b>Design</b> Courtney Spearman <a href="mailto:spearmanc@arts.gov">spearmanc@arts.gov</a>	<b>Folk &amp; Traditional Arts</b> Jennie Terman <a href="mailto:termanj@arts.gov">termanj@arts.gov</a>	<b>Literary Arts</b> Jessica Flynn <a href="mailto:flynnj@arts.gov">flynnj@arts.gov</a>	<b>Local Arts Agencies</b> Eleanor Billington <a href="mailto:billingtone@arts.gov">billingtone@arts.gov</a>
<b>Media Arts</b> Emma Bartley <a href="mailto:bartleye@arts.gov">bartleye@arts.gov</a> Avril Claytor <a href="mailto:claytora@arts.gov">claytora@arts.gov</a>	<b>Museums</b> Orgs A through N: Toni Grigsby <a href="mailto:lindsayt@arts.gov">lindsayt@arts.gov</a> Orgs O through Z: Tamika Shingler <a href="mailto:shinglert@arts.gov">shinglert@arts.gov</a>	<b>Music</b> Orgs A through L: Court Burns <a href="mailto:burnsc@arts.gov">burnsc@arts.gov</a> Orgs M through Z: Anya Nykyforiak <a href="mailto:nykyfora@arts.gov">nykyfora@arts.gov</a> Jazz Projects Xavier Boudreaux <a href="mailto:boudreauxx@arts.gov">boudreauxx@arts.gov</a>	<b>Musical Theater &amp; Theater</b> Orgs A through L: Ouida Maedel <a href="mailto:maedelo@arts.gov">maedelo@arts.gov</a> Orgs M through Z: Ian-Julian Williams <a href="mailto:williamsi@arts.gov">williamsi@arts.gov</a>	<b>Opera</b> Georgianna Schuetz <a href="mailto:paulq@arts.gov">paulq@arts.gov</a>	<b>Presenting &amp; Multidisciplinary Works</b> Katryna Carter <a href="mailto:carterk@arts.gov">carterk@arts.gov</a>	<b>Visual Arts</b> Orgs A through F: Tamika Shingler <a href="mailto:shinglert@arts.gov">shinglert@arts.gov</a> Orgs G through Z: Meg Brennan <a href="mailto:brennanm@arts.gov">brennanm@arts.gov</a>

**NATIONAL ENDOWMENT for the ARTS**  
arts.gov

You don't need to wait for a webinar or office hours session to contact staff – we are available to answer your questions throughout the year. On this slide you can see the contact information for each discipline area under GAP. As we move into the Q&A section of this webinar, we'll leave this information up, in case we need to direct you to a specific staff member. We might not be able to answer everyone's questions in the time remaining, if that's the case, please feel free to reach out to our colleagues listed here. Contact information can also be found on the website at the [Contacts](#) heading.

We're happy to answer questions in the remaining time, again, remember to use the Q&A box, and not the Chat.



# Thank you!

## NEA Staff Contacts

[www.arts.gov/grants/grants-for-arts-projects/contacts](http://www.arts.gov/grants/grants-for-arts-projects/contacts)

## Login.gov, SAM, or Grants.gov Help

Refer to the **Registration Information PDF** on our How to Apply Page for contact info and other resources.

## Webinar Archive and Slides

Available on the Applicant Resources page next week

Thank you again for joining us today! If we weren't able to get to your questions, please feel free to [reach out to staff](#), or attend one of the [upcoming discipline-specific webinars or office hours sessions](#). For help with login.gov, SAM, or Grants.gov you can find contact info and other resources in the [Registration Information PDF](#) on the [How to Apply](#) Page. An archive of this presentation and a PDF slide deck will be available on the Applicant Resources page next week.