Literature Fellowships: Creative Writing (Poetry)
FY 2025 Application Instructions

A Complete Application Consists Of:

Applications determined to be incomplete or ineligible will be rejected without panel review.

For complete application guidelines, including information about eligibility requirements, application review criteria, and Frequently Asked Questions, please visit the National Endowment for the Arts Website here: https://www.arts.gov/grants/creative-writing-fellowships.

If you have questions about your application, contact the Literary Arts staff at 202-682-5034 or LitFellowships@arts.gov.

OMB No. 3135-0112 Expired 10/31/2025

1: Application for Federal Domestic Assistance – Individual 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 grant opportunity package or another document and paste into the form.

1. **Name of Federal Agency:** Pre-populated.

2. **Catalog of Federal Domestic Assistance Number:** Pre-populated.

3. **Date Received:** This will be filled automatically with the date that you submit your application; leave blank.

4. **Funding Opportunity Number:** Pre-populated.

5. **Applicant Information:**

    a. Name and Contact Information: Enter your legal name and your email address. If you use a pen name or name other than your legal name, you will have an opportunity to list it with your Publications to Establish Eligibility document. All transactions with the NEA must be made using the applicant's legal name. Be sure to enter your email address (you will only be notified about the status of your application via email). Contact information must be valid through December 2024. You must notify us of any changes.

        Due to restrictions from the U.S. Department of Homeland Security, we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

    b. Address: Enter information for your permanent address. Information must be valid through December 2024. (If you live outside the U.S., submit your international 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 part of your address. Do not use Street 2 to provide a second address.

        In the ZIP/Postal Code box, enter the full 9-digit zip code (00000-0000) that was assigned by the U.S. Postal Service. If you do not know your full zip code, you may look it up at https://tools.usps.com/zip-code-lookup.htm.

    c. Citizenship Status: If you are a permanent resident of the United States, provide your Alien Registration Number.

    d. Congressional District of Applicant: Enter the congressional district that corresponds to your permanent address. Use the following format: 2-character State Abbreviation-3-character District Number. For example, if you live in the 5th Congressional District of California, enter "CA-005." If your state has a single at-large representative or your jurisdiction has a single delegate, enter your 2-

character state/jurisdiction abbreviation and "-000." If you need help determining your district, visit the House of Representatives website at http://www.house.gov/ and use the "Find Your Representative" tool. If the address on your application is outside the United States, enter 00-000 for your congressional district.

6. **Project Information:**

    a. Project Title: Give your project a title that you will also use as the title in the header of your writing sample. This may be the title of your complete piece or the title of the first piece in a writing sample that includes multiple pieces. **Do not include your first or last name in your project title.**

    b. Project Description: In two or three sentences, briefly describe how you see your work being advanced by this fellowship. This may include writing, research, travel, etc. List the title(s) of the work(s) you are submitting. (Note: Our staff will see the project description, but the panelists will not. Our panelists only review the submitted writing samples.)

    c. Proposed Project Start Date/End Date: Enter your preferred beginning and ending dates. The beginning date must fall between January 1, 2025, and January 1, 2026, and the period of performance may extend up to two years. Your period of performance must begin on the first day of the month and end on the last day of the month.

7. **Signature Block:** By clicking the "I Agree" box, you are certifying that your application is true and correct to the best of your knowledge and that you are in compliance with relevant federal requirements that can be found in the Assurance of Compliance section of these guidelines. The "Signature" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application.

2: 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.

Important tips:

1. The attachment documents **must be submitted as PDF files.**

   - These files/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 it to this form.

   - **Do not create PDFs of your electronic documents by scanning.** Scanned PDFs are much larger, and of lower quality, than PDFs created using word processing software.

   - **Do not embed non-printable media files (video and/or sound) in your PDF documents.** Static images (e.g., pictures) are acceptable. Do not enable any document security settings or password-protect any PDF file you submit to us.

2. No single attachment should be more than 2 MB.

3. Label the first page of each document clearly with the name of the item (e.g., Publications).

4. Leave a margin of 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. Excess pages will not be reviewed.

5. **Name your files as indicated below and attach them in the proper order.** Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected by grants.gov. 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.

The Attachments

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. You will click a button to select the PDF file from your computer that you wish to attach. Be sure to attach the proper file to the proper button as listed below. You will only use the first two (2) attachment buttons; do not use buttons 3-15.

Attachment 1: Writing Sample

To this button, attach one copy of your writing sample. The file name should be your last name followed by "_Sample" (for example: Doe_Sample).

Your writing sample must be a minimum of seven (7) to a maximum of ten (10) typescript pages of poetry.

Applicants may submit one or more poems as their writing sample, but the total cannot exceed ten (10) pages. If submitting multiple poems, combine them all into a single PDF.

Your writing sample must be:

1. **From work that you have written in the time period that establishes your [eligibility](#), and for which you have sole artistic responsibility.** You may submit published work, unpublished work, or work in progress. Do not indicate whether or not the material has been published.

2. **Completely free of your first name, last name, initials, address, or any other marks that could identify you.** The file name "Doe_Sample" is the only place your name can appear. If your first and/or last name appears in your writing sample text or header, your application will be ineligible. (For example, if your name is John Doe, neither John nor Doe can appear anywhere in your writing sample.)

3. **Labeled to indicate title of the sample.** In the header of every page, include the title and page number in the upper right corner. The title should match the title entered as your Project Title in your Application for Federal Domestic Assistance form.

4. **Typed and clearly readable.** Use a 12-point font and margins of at least one inch at the top, bottom, and sides of all pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed and not reviewed. Do not submit handwritten documents.

Have questions? [Click here for an example of how to format your writing sample.](#)

Remember to save your writing sample as a PDF (see "Important Tips").

Attachment 2: Publications to Establish Eligibility

To this button, attach the **Publications** document to establish your eligibility. The file name should be your last name followed by "_Publications" (for example: Doe_Publications). **Only NEA staff will see this document.**

At the top of this page, list your legal name, your pen name or other preferred name (if applicable), and your email address. **Your name, initials, address, or other identifying information must not appear on any other page of the writing sample material that is submitted.**

List the specific published works that establish your eligibility. You may list additional publications if you're unsure whether a publication meets the publication requirements. (See [Eligibility](#) for details.) We collect this information only to verify eligibility; it is not provided to the panel reviewers.

For each publication, list the:
- Title, author
- Publisher (including name of magazine or press and web address if available)

- Publication date (month and year, or volume/issue)
- ISBN or ISSN number, for a book in print
- Number of pages of your material. (If your work appears in an anthology, this refers to your work within the collection, not the full book.)
- Page number(s), or an exact URL to your work if published online. If archived online, provide the exact URL of the archived piece

Your Publications should be formatted like the examples below:

Book
Title/Author: *A Walk in the City*/ John Doe
Publisher: University Press, www.up.edu
Publication Date: 12/2009
ISBN or ISSN: 000-0-00-000000-0
# of pages: 230
URL: n/a

Journal/Magazine
Title/Author: "Hidden Moon"/ Jane Doe
Publisher: Violet Journal, www.violetjournal.org
Publication Date/ Volume-Issue: 10/2009/ Vol. 32 Issue 4 (Fall)
ISBN or ISSN: 000-0-00-000000-0
# of pages: 5
Page # or URL: www.violetjournal.org/32-52/doe

Anthology
Title of Your Work/Author/Translator: "Hidden Moon"/Jane Doe
Anthology Title/Editor: *Time Spent (Poems About Grantwriting)*, edited by M. Fed/Jill Deer
Publisher: Small Press, www.smallpress.org
Publication Date: 06/2010
ISBN or ISSN: 000-0-00-000000-0
# of pages: 14

Upon request, you must provide the NEA with proof of eligibility in one or more of the following ways:
- The title page or cover with your name and the title of the work.
- The copyright page with the publisher's information; publication date (month and year); ISBN or ISSN number, if a print publication; or URL, if publication is online only.
- The publication's stated selection criteria and editorial policy.

NOTE: When you check the Certification box on the SF 424-Individual form, you are certifying that all parts of your application, *including your publications that establish your eligibility*, are true and correct to the best of your knowledge.

Leave all remaining Attachment buttons blank.