PART	DATE(S)
Part 1: Grants.gov	April 30, 2024 *at* 11:59 pm ET
Part 2: Applicant Portal window	*From* 9 am ET on May 2 *through* 11:59 pm ET on May 16, 2024

REGISTER (Finalize at least several weeks before the Part 1 deadline)

☐ Register with Login.gov

☐ Register/Renew with the System for Awards Management and Grants.gov

APPLY

Full application instructions can be found on the How to Apply page.

Part 1: Grants.gov

☐ Submit the **Application for Federal Domestic Assistance/Short Organizational Form** through Grants.gov Workspace

Part 2: Applicant Portal

☐ **Username and Password:** Log in to Grants.gov, and go to "Check My Application Status" to collect your Grants.gov tracking number and agency tracking number to use as your login.

☐ **Complete and submit the Grant Application Form (GAF) in the NEA's Applicant Portal.** Items with an asterisk (*) are required.

    ☐ **Tab 1: View Application Data**

    ☐ **Tab 2: Organization Info**

       ☐ Subtab 1: Organization Details

          ☐ Legal/IRS Name*

          ☐ Popular Name

          ☐ For this application, are you serving as the Parent of an Independent Component?

             ☐ If yes, provide the name of the Component

          ☐ Mission and Background/History of Your Organization*

       ☐ Subtab 2: Organization Budget

          ☐ Organization Budget Form*

          ☐ Fiscal Health*

    ☐ **Tab 3: Arts Programmatic History**

       ☐ Years 1-3*

       ☐ Representative Examples Years 1-3*

    ☐ **Tab 4: Project Details**

       ☐ Subtab 1: Project Activity

          ☐ NEA Discipline for Proposed Project*

          ☐ Project Synopsis*

          ☐ Underserved Groups/Communities*

☐ Intended Underserved Audience/Participants/Community*
☐ Proposed Start/End Dates*
☐ Project Description*
☐ Subtab 2: Other Details
   ☐ Schedule of Key Project Dates*
   ☐ Project Goals and Monitoring*
☐ Subtab 3: Project Partners & Key Individuals
   ☐ Selection of Key Organizational Partners and Key Individuals*
   ☐ Information About Key Organizational Partners and Key Individuals* (Up to 5)
      ☐ Individual or Partner Organization Name*
      ☐ Proposed/Committed*
      ☐ Individual/Partner Organization Type*
      ☐ Individual Bio/Partner Description*

☐ **Tab 5: Project Budget**
   ☐ Amount Requested*
   ☐ Subtab 1: Project Expenses*
   ☐ Subtab 2: Project Income*
   ☐ Additional Project Budget Notes

☐ **Tab 6: Items to Upload***
   ☐ Work Samples: Up to 3, may include any combination of video, audio, images, documents or websites.

☐ **Tab7: Organization & Project Data**
   ☐ Applicant Organization Discipline*
   ☐ Applicant Organization Description*
   ☐ Preparedness Plans*
   ☐ Project Activity Type*
   ☐ Organizational Leadership/Staffing Question
   ☐ Proposed Beneficiaries
      ☐ Race/Ethnicity
      ☐ Age Ranges
      ☐ Underserved Groups/Communities

RESOURCES

☐ Go to the Applicant Resources page to watch the Challenge America webinar and How to Apply tutorials
☐ Review important information about Accessibility and Civil Rights requirements
☐ Contact staff with any questions: challengeamerica@arts.gov or 202-682-5700