

Grants for Arts Projects Application
Challenge America: Reaching Every Community
Fast-Track Review Grants
Application Checklist

OMB No. 3135-0112
Expires 11/30/2010

For your application to be considered complete, the following items must be received by Grants.gov no later than 11:59 p.m., Eastern Time, on June 2, 2008. Applications that are determined to be incomplete will be returned. Please complete the checklist below to make sure that you submit all required material. This is solely for your own use. Do NOT include this checklist in your submission to Grants.gov.

- 1. **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**
- 2. **NEA Supplemental Information Form**
- 3. **NEA Organization & Project Profile Form**
- 4. **Attachments Form TO WHICH YOU HAVE ATTACHED:**
 - 1. **Organizational Background** statement
 - 2. **Details of the Project** narrative
 - 3. **Biographies of key project personnel**
 - 4. **Project Budget Form** (Pages 1 and 2)
 - 5. **Programmatic Activities** of your organization for 2005-06, 2006-07, 2007-08
 - 6. **Work Sample Index**

IN ADDITION, after you have submitted the above application material electronically through Grants.gov, you must mail the following directly to the Arts Endowment. These items must be postmarked no later than June 3, 2008.

- 1. **Submission Confirmation from Grants.gov** that includes your Grants.gov Tracking Number
- 2. **One work sample** (4 identical copies)
- 3. **Concise sampling of recent printed matter** (4 identical sets in folders)

Send these items to:

Challenge America Fast-Track Review Grants
Room 706
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

First-Class and Priority mail we receive is subject to an irradiation process. This can damage support material (e.g., CDs, videos). Please consider using a commercial delivery service.