Grants for Arts Projects Application

Access to Artistic Excellence
Application Checklist

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 the deadline date under which you are applying (see the Application Calendar for your discipline/field). **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. **Project Budget Form** (Pages 1 and 2)

    - ☐ 4. **Financial Information Form**

    - ☐ 5. **Biographies of key project personnel**
        - ☐ If your project involves highly technical professionals, **resumes**
        - ☐ For a parent organization that applies on behalf of an eligible component, a **list of key staff** of the component unit, describing any overlaps in staffing with the parent organization

    - ☐ 6. **List of current board members**
        - ☐ For a parent organization that applies on behalf of an eligible component, a **list of board/advisory group members** for the component and for the parent organization
        - ☐ For a lead applicant that applies on behalf of a consortium, a **list of current board members** for your primary consortium partner as well as your own organization

    - ☐ 7. If your application is for a consortium project, the **Consortium Partner Information Form** for your one primary partner

    - ☐ 8. Separate project budget (OPTIONAL)

    - ☐ 9. **Programmatic Activities** of your organization for 2005-06, 2006-07, 2007-08

    - ☐ 10. **Items specified in the instructions for Attachment 10 for your discipline/field, as relevant**

    - ☐ 11. **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 March 11, 2008 (for items submitted to Grants.gov under the March 10 deadline) or August 12, 2008 (for items submitted to Grants.gov under the August 11 deadline).**

- ☐ **1**. **Submission Confirmation from Grants.gov** that includes your Grants.gov Tracking Number

- ☐ **2. Work samples** as specified in the instructions for your discipline/field; submit the required number of copies

- ☐ **3. Any additional items specified in the instructions for your discipline/field**, if relevant

Send these items to:

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