National Endowment for the Arts

Notice of Funding Opportunity: FY27 Research Grants in the Arts

Application Instructions

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Contacts

For questions about application requirements or problems with the NEA Applicant Portal contact NEA staff at NEAResearchGrants@arts.gov.

Access for individuals with disabilities: Contact accessibility@arts.gov to request an accommodation or an alternate format of the guidelines at least 2 weeks prior to the application deadline.

For GRANTS.GOV HELP: Grants.gov is a government-wide portal, and NEA staff does not have control of, or administrative access to, the site. If you run into technical issues with Grants.gov, please contact them directly at 1-800-518-4726, via email support@grants.gov, or consult the information posted on the Grants.gov website at Support or Help. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Research Grants in the Arts

Apply

PRE-APPLICATION REGISTRATION: Before beginning your application, confirm your required registrations with Login.gov, SAM, and Grants.gov. **All three required registrations must be active to submit Part 1 of the application through Grants.gov.** More information can be found in the Registration PDF, located in the *How to Apply* section of the [Research Awards](#) webpage.

APPLICATION COMPONENTS:
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 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 special attachments.

NOTE: Grants.gov and the Applicant Portal are *separate* websites, with different submission deadlines associated with each part of the application. Check the submission dates found below and set a calendar reminder for yourself to avoid missing a deadline.

Related Document: RESEARCH GRANTS IN THE ARTS PROGRAM GUIDELINES
We reference the Program Guidelines found on the [Research Awards webpage](#) in these instructions; we recommend having both available while preparing your application.

Application Calendar

All deadline times are Eastern time zone (ET). Be sure to double-check the deadline time **based on your time zone. Applicants will *not* have access to the Applicant Portal prior to the Part 2 dates listed below.**

Step	Dates
Part 1: Grants.gov *Submission Deadline*	**March 23, 2026** 11:59 pm Eastern Time
Part 2: NEA Applicant Portal *Opens to Applicants*	**March 26, 2026** 9:00 am Eastern Time
Part 2: NEA Applicant Portal *Submission Deadline*	**April 2, 2026** 11:59 pm Eastern Time

Application Part 1: Submit the *Application for Federal Domestic Assistance/Short Organizational Form* (SF-424) to Grants.gov

You will use Grants.gov Workspace to complete Part 1 in Grants.gov.

Step 1: Access the Application Package and Create a Workspace

Review the Grants.gov video tutorial on how to create a Workspace.

1. **To access the Research Grants in the Arts application package:**
   - On the Research Awards page, go to the **How to Apply** section.
   - Under **PART 1 GRANTS.GOV APPLICATION PACKAGES,** click the **Research Grants in the Arts** link to go directly to the pre-populated application package on Grants.gov. The package is typically posted at least one month prior to the Part 1 deadline.
   - NOTE: The Research Labs and Research Grants in the Arts application packages are *different*. Be sure to use the correct application package – the NEA will not transfer applications between funding opportunities.

2. **The Grants.gov "View Grant Opportunity" screen will open, click the red "Apply" button**. To create the Workspace application, you must be logged into Grants.gov with a participant role of either **Workspace Manager** or **Authorized Organization Representative (AOR).**
   - **If the Apply button is grey or you receive a "bad request" error, see instructions on how to troubleshoot.**

3. **Create a Workspace application**:
   - Fill in the Application Filing Name field with your organization name, then
   - Click the **Create Workspace** button.

4. **Go to the Manage Workspace page**, where you can begin working on the application.

Step 2: Complete the Form

Review the Grants.gov video tutorial on how to complete forms in Workspace. All asterisked (*) items and yellow fields on this form are required. Do not type in all capital letters. Enter information directly into the form, do not copy and paste. Due to government restrictions, we are not able to send emails to alias addresses that forward to another email account. Do not enter this type of email address.

1. Name of Federal Agency: Pre-populated.

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

3. Date Received: Automatically filled with the date when you submit Part 1; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

    a. Legal Name: Enter the applicant's legal name as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

    If you are a parent organization applying on behalf of an eligible independent component, do not list the name of the independent component here. You will provide that information in Part 2.

    b. Address: Use *Street 1* for your organization's physical street address. This address must be identical to the physical address shown in your organization's SAM registration. Only use *Street 2* for your organization's mailing address if it differs from the SAM physical street address.

    In the *Zip/Postal Code* box, enter the **full 9-digit zip code** assigned by the U.S. Postal Service. The full zip code can be found on the USPS website.

    c. Web Address: Provide your organization's website. This will be used for administrative purposes only and will not be used in application review. Review the information under Items to Upload for a list of allowable special attachment types, and instructions on how to submit them through the Applicant Portal.

    d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop-down box. Additional choices are optional.

    e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-character number assigned by the Internal Revenue Service; do not use a Social Security Number or a 12-character EIN/TIN number.

    f. Organizational UEI: All organizational applicants for federal funds must have a **Unique Entity Identifier** (UEI). Enter your entity's UEI here. You can find your entity's UEI in your entity's System for Award Management (SAM) record. If you cannot locate your entity's UEI, contact SAM for assistance. **The UEI must match the UEI associated with your entity's SAM (System for Award Management) record used in your Grants.gov registration. Otherwise, Grants.gov will not validate your application and it will be rejected.**

    g. Congressional District: Enter the number of the Congressional District where the applicant organization is physically located. It must match with the Congressional District that shown in the Business Information section of your organization's SAM record.
Use the following format: 2-character State Abbreviation-3-character District Number. For example, if your organization is in the 5th Congressional District of California, enter "CA-005." If your state/jurisdiction has a single At-Large Representative or Delegate, enter your 2-character state/jurisdiction abbreviation and "-000." For help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. **Project Information**:

   a. Project Title: Enter "N/A." Other text entered here will not be used in application review.

   b. Project Description: Enter "N/A." Other text entered here will not be used in application review.

   c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for your requested period of performance. NEA support may start on or after **January 1, 2027**.

7. Project Director: Provide contact information, including an email address that will be valid through the announcement date for your category. Optional: Select a Prefix (e.g., Ms., Mr.)

8. Primary Contact/Grant Administrator: Provide information for the individual who should be contacted regarding this application and the administration of an award. For the Telephone number, use the following format: 000-000-0000. Optional: Select a Prefix (e.g., Ms., Mr.) If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information already provided. If the Primary Contact/Grant Administrator is the same as the Authorizing Official, complete all items under both 8 and 9 even though there will be repetition.

9. Authorized Representative: Provide information for the Authorized Organization Representative (AOR) who is authorized to submit this application to Grants.gov. Optional: Select a Prefix (e.g., Ms., Mr.)

The AOR must have the legal authority to obligate your organization (e.g., be a senior member of staff such as an Executive Director or Director of Development). Contractors/consultants, including grant writers, or administrative support staff cannot serve as an AOR. See the NEA's General Terms and Conditions for who can serve as an AOR for colleges and universities.

NOTE: By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance on your organization's behalf with statutes outlined in the Assurance of Compliance and all related NEA regulations, as well as all applicable executive orders, and that it will maintain records and submit the reports that are necessary to determine its compliance.

The "Signature of Authorized Representative" and "Date Signed" boxes will be completed by Grants.gov upon submission.

Step 3: Submit the form via Grants.gov's Workspace

The NEA strongly suggests you submit your application *well before the deadline* to provide time to resolve any problems. **Review the Grants.gov video tutorial on [submitting an application in Workspace.](#)**

When you are ready to submit, navigate to the **Forms** tab on the **Manage Workspace** page:
- Once the form is filled out and the **Form Status** column says "Passed," it will be ready for submission.
  - The status "Forms Passed" does NOT indicate that your application has been submitted, only that your forms have been filled out. You still need to click the Sign and Submit button after receiving the "Forms Passed" status. For more information, review the [Forms Tab](#) help article.
- Click **Complete and Notify AOR**, to notify the user(s) with the AOR role that the workspace is ready to submit.
- The AOR must click **[Sign and Submit](#)** to submit the application.

After the AOR submits the application, they will see a confirmation screen explaining that the submission is being processed. **Take a screenshot and retain the Grants.gov Tracking Number that you receive on the application submission confirmation screen**.

Step 4: Confirm Part 1 Application Submission

Verify that the Part 1 application was *validated* by the Grants.gov system. **Take a screenshot of the validation confirmation for your records.** Do not wait until the day of the deadline to verify your submission in case you encounter any difficulties. Failure to successfully submit the *Application for Federal Domestic Assistance/Short Organizational Form* (SF-424) through Grants.gov will make you ineligible to complete Part 2 of the application.

You can track the progress of your application submission through Grants.gov in one of three ways:
- Check the [progress bar](#) in Workspace. When your application has been successfully received, the bar will be green, and a check mark will appear in each bubble.
- When logged in to Grants.gov, the AOR can click the *Check Application Status* link under the *Applicants* drop-down menu and search for the submitted application.
- When not logged in to Grants.gov, go to [Track My Application](#) and enter your Grants.gov Tracking Number.

[Information about checking Grants.gov application status and a complete list of statuses](#).

Part 2 of your application will be submitted through the NEA's Applicant Portal (AP). Instructions on how to access the portal, including how to find your username and password can be found on the next page.

Application Part 2: Submit the *Grant Application Form* through the Applicant Portal (AP)

Applicants who successfully submit Part 1 by the submission deadline will have access to the AP for Part 2 during a [one-week submission window](#). For AP technical issues contact [NEA staff](#).

Step 1: Access the AP

The AP is a separate website from Grants.gov. Log on at: https://applicantportal.arts.gov.

- **AP User ID = Grants.gov Tracking Number (Example: GRANT38906754):** The Grants.gov tracking number will appear on a confirmation screen when you submit Part 1.

- **AP Password = Agency Tracking Number/NEA Application Number (Example: 1425736):** Assigned by the NEA 1-2 business days after you submit Part 1. The AOR may retrieve the agency tracking number when logged into Grants.gov:
  - Under *Grant Applications*, select *Check Application Status*.
  - Look for your Grants.gov Tracking Number and select *Details* in the Actions column.
  - The *Submission Details* screen will show your Agency Tracking number/NEA Application Number.

The AP user ID and password are *unique to each application you submit*. Do not use tracking numbers from a different or previous application to log into the AP.

TECH TIPS FOR THE APPLICANT PORTAL
The AP User ID and Password can only be used by one person at a time. If multiple people use the User ID and Password at the same time to work on an application, data will be lost.
Click "Save" and log off if you plan to leave the AP with work in progress. Your session will deactivate after 30 minutes, which may result in the loss of content.
Browser issues: • The AP is best viewed in the following browsers: Chrome 58+, Firefox 54+, or Microsoft Edge 44+. Cookies and JavaScript may need to be enabled for you to successfully view the site. You might also need to disable AdBlocker and/or similar software. • Many problems can be solved by switching to a different browser. **However, you should only open the AP in one browser at a time.**
Character count issues • Unseen HTML coding from word processing software may result character counts in the AP being higher than expected. This is often related to special characters such as ampersands, quotation marks, apostrophes, and brackets. • To strip the HTML, we recommend copying and pasting text into Notepad (if you're using a PC) or TextEdit (if you're using a Mac) before copying it into the AP. • Limit character counts by using only one space at the end of sentences, and limiting the use of tabs.

Step 2: Fill out the Grant Application Form

Application content is collected through the Grant Application Form, using a series of tabs and subtabs in which applicants will enter text, select from drop-down menus, or upload attachments. View the Grant Application Form Tutorial for a video walk-through of the AP.

Use this document to prepare your Part 2 responses and material in advance. Each application question is outlined below. Text fields have character limits noted in parentheses next to the question. Required items are denoted with an asterisk (*). ***Do not include hyperlinks, unless specifically requested in the instructions below.*** **Unsolicited hyperlinks will not be reviewed.**

Unless otherwise specified, the information that you provide will be reviewed in accordance with the Review Criteria found in the Research Grants in the Arts Program Guidelines (pg. 17). Your narrative should address each of the "Review Criteria" as relevant to your project.

Part 1 Application Data Tab

Information from Part 1 submission cannot be edited, contact NEA staff if you find errors.

Organization Info Tab

Subtab: Organization Details

LEGAL/IRS NAME*: Enter your organization's Legal/IRS name. It must match the Organization name entered in the *Application for Federal Domestic Assistance/Short Organizational Form.*

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

YEAR FOUNDED*: Enter the year your organization began operating.

ORGANIZATION BACKGROUND* *(2,500 character limit, including spaces):*
Describe your organization's mission, history, and operations as they relate to research.

Subtab: Organization Budget

The Organization Budget is intended to show your organization's fiscal activity as it relates to annual operations. Do not include activity related to a capital campaign. We may request additional information to clarify an organization's financial position. The figures you submit are subject to verification by the NEA. Unaudited figures are acceptable.

Organizational Units: For projects undertaken by a smaller unit of a larger organization (such as an academic department), submit information for the smaller unit and identify that the budget is for the smaller unit in the Fiscal Health section.

The Organization Budget is a webform within the AP with the following fields:

	Most Recently Completed Fiscal Year	Previous Fiscal Year	Two Fiscal Years Prior
Fiscal Year End Date (MM/DD/YYYY)	*Calendar Selection*	*Calendar Selection*	*Calendar Selection*
Total Income	$	$	$
Total Expenses	$	$	$
Operating Surplus/Deficit (single year)	*Autofills*	*Autofills*	*Autofills*

For each of your organization's three most recent fiscal years, enter:
- **FISCAL YEAR END DATE***
- **TOTAL INCOME*:** Enter your organization's income. Sources may include earned revenues such as funds received from the sale of goods, services performed, or investments; as well as contributed funds, such as gifts, grants, loans, and in-kind contributions.
- **TOTAL EXPENSES*** Enter your organization's total operating expenses. Expenses may include salaries and fees, production/exhibition expenses, services, and administrative costs.
- **OPERATING SURPLUS/DEFICIT:** These fields will automatically populate.

FISCAL HEALTH* *(1,000 character limit, including spaces):*
Discuss the fiscal health of your organization. You may use this space to discuss how the COVID-19 pandemic may have affected your organization's budget. In addition, you must explain:
1. Any changes of 15% or more in either your income or expenses from one year to the next, and
2. Plans for reducing any deficit. Include factors that contributed to the deficit and its amount.

Subtab: Operating History

Submit a representative list of your **operating history** for five (5) recent years prior to the application deadline. **This should not be an exhaustive list of everything that you do, but rather a relevant sampling of your operating history**.

Where available, include **summaries and examples of your organization's experience in commissioning and/or conducting research**, and communicating research findings and policy implications through reports and convenings.

Your dated entries must show that your organization meets the five-year history of operations requirement for eligibility:
- You may include examples that occurred before the organization received non-profit, tax-exempt status.
- If operations were suspended due to the pandemic, you may include examples that occurred in 2018 or 2019 to meet the five-year requirement. Do not include examples

prior to 2018.
- Organizations that previously operated as a program of another institution may include operations carried out while part of that institution.

YEAR* *(Drop down):* Choose the year for each example, with the most recent year first (e.g., 2025, 2024, etc.).

REPRESENTATIVE EXAMPLES* (*1,000 character limit per year, including spaces*)
For each representative example, where applicable, include a short description/abstract of the Title, Work, Event, Program, and/or Research Study; and Key Personnel. Providing information in bulleted or list form is acceptable. **Do not submit this information as a separate attachment.**

Project Details Tab

Subtab: Project Activity

PROJECT PURPOSE* *(200 character limit, including spaces):*
Provide a one sentence statement that identifies the primary purpose of the project and begins with "To support". Example: *To support a study examining the cognitive and emotional effects of music engagement on older adults.*

PROJECT SUMMARY* *(500 character limit, including spaces)*
Provide two to three short sentences summarizing the major activities of the project.

RESEARCH AGENDA TOPIC AREA*: Select the one NEA priority research area (as explained in the *Research Grants in the Arts Program Guidelines*, pg. 5) that best describes your project.
- Arts and Health
- Arts and the Economy
- Arts and Education

RESEARCH STUDY CHARACTERISTICS*: Select the research methods that best describe your study. **Choose all that apply**:
- Quantitative
- Qualitative
- Mixed-methods

ARTISTIC DISCIPLINE*: Select the artistic discipline that the research study focuses on. **Choose all that apply**:
- Arts Education
- Dance
- Design & Our Town
- Folk & Traditional Arts
- Literary Arts
- Local Arts Agencies
- Museums
- Music
- Opera
- Presenting & Multidisciplinary Works
- Theater & Musical Theater
- Visual & Media Arts

PROJECT DESCRIPTION* *(25,000 character limit, including spaces)*
*Note: formatting such as bold, italics, underlining, and bulleting is **not** allowed in this field. Use paragraphs to organize your text. **Do not include weblinks.***

If any of the activities related to your proposal are included in another NEA application or award, include the applicable application or award number, and clearly state that you are not requesting funding for the same activity.

Include information on plans for accomplishing all aspects of the project that will take place *during the requested period of performance*. Be as specific as possible about actual activities and describe them in full. Do not merely describe the vision or long-term goals for the project. You may present information about a broader initiative, if applicable, but be very specific about the phase(s) of your project that are included in your request for funding (e.g., "funding is being requested for 'B' of 'ABC' activity).

Organize your response a), b), c), etc. and use the capitalized language in the instructions as a heading for each item.

IMPORTANT: If you do not include all the components listed below in this section, your application will be incomplete and will not be reviewed by panelists.

a. **IMPACT STATEMENT.** In one or two sentences, provide a clear understanding of how the public will benefit directly from this research project.

b. **RESEARCH SIGNIFICANCE.** Describe the research study's unique contribution to arts-related research and/or practice. Include a brief literature review of relevant theoretical and/or empirical work and presenting specific research questions that will be examined. If possible, describe hypotheses motivating the research questions. Figures or visual representations that demonstrate a model or framework may be included as a special attachment; do not include images in the text box. **Strong justification for the significance of the research should be presented beyond restating that the NEA is interested in such projects.**

c. **RESEARCH DESIGN.** Provide a clear and detailed research design, including descriptions of any proposed qualitative, quantitative, or mixed-method design, and strong justification for the design.

   I. **Sample(s)**. Clearly describe information about the sample, such as the demographics of the individuals or organizations, the sampling design and expected response rate (if appropriate). Include a description of any arts activities being studied, and what the participants will be doing in it. If the study has a control or comparison group, then provide a clear description of those conditions as well.

   II. **Measures, Assessments, and Data Sources.** Clearly describe the data to be collected and/or used, including procedures, measures and assessments, interview protocols, coding schemes, databases, and any other pertinent information about the data. Describe how the data lend themselves to addressing the proposed research questions, and discuss any significant limitations posed by it. If the project involves

collecting qualitative and/or quantitative data, then include any steps to be taken to ensure high quality and reliable data, such as methods to reduce researcher and/or participant biases; and any steps to ensure fidelity of program implementation through routine monitoring and oversight. If the project involves analyzing variables from more than one data source concurrently, discuss the appropriateness of establishing any relationships between the variables/constructs and/or the data in question.

d. **DATA ANALYSIS.** Provide detailed information about the types of qualitative and/or quantitative information that will be used and how they will be manipulated and/or analyzed to answer each research question. This may include describing the expected relationships between variables or constructs through statistical or logic models.

e. **WORKS CITED OR REFERENCES** of literature cited. A list of references should be included here. Do not upload an attachment with a list of references.

DATA ACCESS AND MANAGEMENT PLAN* *(5,000 character limit, including spaces)*
Describe your **organization's right to access the data and/or collect the data** specified in your application. Include information below that demonstrates your access to the dataset/s; do not include images or links in the text box.

- Evidence that the data are in the public domain.

- Steps you will take to obtain access to any pre-existing data or data collected outside your NEA research application activities.

- For projects that include *primary data* collection as a proposed project activity under the NEA research application, describe plans and/or status for both Institutional Review Board (IRB) and ethics training on human subjects research protections, as outlined below:

  o Explain your plans or status for IRB approval. If IRB is needed and not yet approved, indicate the measures you have taken or plan on taking to gain IRB approval. If you are recommended for an award, you will be expected to submit a confirmation letter on the status of your IRB submission. If you receive an award, the NEA may withhold funds until IRB approval is provided to us.

  o Explain your plans or status for completing ethics training on human subject research protections. If you are recommended for an award, you will be expected to submit active, unexpired certificates of a completion of a training module for *ALL* key personnel involved with primary data collection/analysis of personally identifiable information from human subjects. If you receive an award, the NEA may withhold funds until active, unexpired certificates of completion are provided to us.

Describe your **organization's plan to manage the data** generated or used by the project. This includes any plans for sharing data with other researchers and the public and the timeline for public release. Data management plans should address:

- *Types of raw data (e.g., results of data collection) and meta-data (e.g., data collection instruments, codebooks)* used or produced for the research project.

- *Standards to be used for raw- and meta-data format and content*. Where existing standards are absent or inadequate, this should be documented along with any proposed solutions or remedies.

- *Policies for sharing the raw- and meta-data with researchers and the public*, including provisions to ensure responsible conduct of research and use of research data. To the degree possible, explain factors that may affect making the data publicly available. If appropriate, explain the lowest level of aggregated data that will be shared with others.

- *Plans for archiving the raw- and meta-data, and for ensuring continuous access to them* beyond the project period. Describe physical and virtual resources and/or facilities that will be used for data preservation. Include any third-party data repositories—including, where known, specific names of platforms or proposed platforms. Explain changes to any roles and responsibilities that will occur if the project leaders leave the applicant organization or project.

A valid data access and/or management plan may include only the statement that no detailed plan is needed, as long as the statement is accompanied by a clear justification.

The NEA strongly encourages grant recipients, as appropriate, to deposit raw data and code in publicly accessible repositories for use by other researchers.

Subtab: Project Partners

SELECTION OF KEY ORGANIZATIONAL PARTNERS* *(1,000 character limit, including spaces)*
An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require cost share resources from non-federal sources, organizations that only provide money are not considered partners. For projects involving primary data collection, applicants should list any partner organizations that may be providing access to the populations being studied. Organizational partners are not required; if you have no organizational partners, enter N/A in this text field.

If applicable, **briefly describe the process and criteria for the selection of key organizations that are or will be involved in the project**. If partners are not yet selected or confirmed, describe the selection procedures you plan to follow and the qualifications you seek.

DESCRIPTION OF KEY ORGANIZATIONAL PARTNERS: Include brief, current descriptions of the key organizational partners. You may include up to five (5).
- **ORGANIZATION NAME***
- **PROPOSED or COMMITTED*** *Select answer from drop-down*
- **ORGANIZATION TYPE*** *Select one from the following drop-down options:*
  - College/University, Alaska Native and Native Hawaiian Serving Institutions (AANH)
  - College/University, Hispanic Serving Institutions (HSI)
  - College/University, Historically Black College or University (HBCU)
  - College/University, Tribal College or University (TCU)

- o   Other College/University
- o   Government - State
- o   Government - Regional
- o   Government - County
- o   Government - Municipal
- o   Government - Tribal
- o   Organization - Arts Nonprofit
- o   Organization - Arts For-Profit
- o   Organization - Other Nonprofit
- o   Organization - Other For-Profit
- o   Correctional Institution
- o   Foundation
- o   Healthcare Facility (e.g., hospital, clinic, or nursing home)
- o   K-12 School/School District
- o   Mass Transit
- o   Military Base
- o   Public Library
- o   Religious Organization
- o   TV or Radio Station or other Media Organization
- o   Other

- **DESCRIPTION OF THE ORGANIZATION** (*500 characters, including spaces, per partner*), **including** the organization's planned role in the project.

Subtab: Key Individuals

SELECTION OF KEY INDIVIDUALS* (*1,000 character limit, including spaces*)
Briefly describe the **process and criteria for the selection** of key staff (including the project director), consultants, artists, etc. who are or will be involved in this project. If any key individuals are not yet selected or confirmed, describe the selection process you plan to follow and the qualifications you seek.

BIOS OF KEY INDIVIDUALS*:
Include up to three (3) current biographies of the key individuals, including the project director.
At least one (1) bio of a key individual is required.
- **FIRST NAME**
- **LAST NAME*** Use this field for artistic group names or single names
- **PROPOSED OR COMMITTED*?** *Drop-down*, select either "Proposed" or "Committed."
- **BIO*** (*1,500 character limit, including spaces*):
  Describe the qualifications, roles, responsibilities, and percent of time to be devoted to the project by key personnel. Indicate if the personnel will be involved with human subjects research and/or human subjects data. Include, as appropriate: education; professional experience and honors; selected publications or other works; history of ongoing and completed research support, including sources of support; and research

skills, particularly those relevant for the proposed project. Include organizational affiliations within the past year and through the following year.

Subtab: Additional Project Details

PROPOSED PROJECT START DATE*/END DATE* *(Calendar selections):* MM/DD/YYYY
NEA support of a project may start on or after **January 1, 2027.**

Enter the beginning and ending dates for your period of performance, i.e., the span of time necessary to plan, execute, and close out your proposed project. The start date should be the first day of the month, and the end date should be the last day of the month. These dates will be used in the review of your application.

Grants may cover a period of performance of up to two years. Your project budget should include only the activities and costs incurred during the period of performance requested here.

SCHEDULE OF KEY PROJECT DATES* *(1,500 character limit, including spaces)*
Describe the significant dates in the project. If you include activities that occur before January 1, 2027 in the schedule, do not include those costs on the Project Budget form.

PROMOTION & PUBLICITY* *(1,500 character limit, including spaces)*
Describe proposed strategies to disseminate the research results, products, and data. This includes strategies to make the research results, products, and data accessible to the public and to other researchers and practitioners, beyond the materials that will be posted to the NEA's website. This should include details on whether products are expected to be released during the period of performance or after the period of performance has ended.

PRODUCTS
Research Grants in the Arts recipients will be required to submit a 15-30-page research paper of publishable quality at the end of the grant period. Optional additional products are also welcome. Select any optional products you aim to complete **during** the period of performance:
- **Publication of articles in academic journals**, including peer-reviewed journals.
- **Publication of content outside academic journals** (e.g., books, reports, guides, white/grey papers, toolkits, curricula, patents, etc.)
- **Presentations** at meetings, conferences, or workshops.
- **Development of a new database or code** to be made available to other researchers or the public.

PERFORMANCE MONITORING* *(1,000 character limit, including spaces)*
Describe proposed strategies to document progress and success of the project. This includes any milestones that the organization plans to achieve both during the project and beyond the period of performance. This element also includes quality control measures and the routine monitoring and oversight of project activities.

ENGAGEMENT WITH INTENDED COMMUNITIES, PARTICIPANTS & AUDIENCES* *(1,500 character limit, including spaces)*
Describe the intended communities, participants, or audiences involved in the project activities, and how they will benefit. Clearly explain how you will engage these groups.

As a reminder, in the federal-funding context, a focus on a particular group or demographic may be permissible, but exclusion is not. This extends to hiring practices, artist selection processes, and audience engagement. The NEA recognizes that selection criteria in research projects that focus on specific populations are warranted where nondiscriminatory justifications establish that such criteria are appropriate for the scientific study design and/or the purpose of the research. Therefore, federal funding for research projects with a focus on a particular group or demographic may be permissible. For additional guidance regarding how this applies to the NEA grant program, contact NEA staff. Review the Assurance of Compliance.

Project Budget Tab

Project Budget Guidance

Use the fillable Research Grants in the Arts project budget template to prepare your project budget in advance. **DO NOT UPLOAD THE TEMPLATE TO THE AP.** You must complete the project budget webform within the AP in order for your application to be accepted for review.

Applicants must provide a minimum 1:1 non-federal cost share. For example, if you are requesting the lowest amount of $20,000, you must show a minimum of $20,000 in cost share, and your total project expenses must be at least $40,000.

All items in your budget, whether supported by NEA funds or your cost share funds, must be reasonable, necessary to accomplish project objectives, allowable in terms of the NEA's General Terms and Conditions, allocable to your proposed activities and occur during the Period of Performance (period of support) entered in the Additional Project Details tab. Organizations cannot receive more than one NEA award for the same expenses/activities. Do not include project costs supported by any other federal funds or their cost share, including costs that are part of applications or grants by partner organizations.

Project Budget Form

The project budget form will auto-calculate each section and overall totals. The number of lines available in each section is static – you cannot add additional lines. Applicants recommended for funding will be asked to provide an updated project budget and scope based on the recommended award amount. Review "We Do Not Fund" (*Research Grants in the Arts Program Guidelines,* pg. 7) before completing your budget.

AMOUNT REQUESTED FROM THE NEA*: Enter an amount between $20,000 and $100,000.

PROJECT EXPENSES/INCOME SUMMARY TABLE: The table will automatically populate with totals for each section of the project budget. Refer to this summary table to confirm that your

total income and total costs/expenses are equal. The table includes:
- **Amount Requested from the NEA**
- **Total Cost Share for this project:** Total Cash + Total In-Kind
- **Total Project Income:** Total Cost Share + Amount Requested from NEA
- **Total Project Costs/Expenses:** Total Direct Costs + Total Indirect Costs

ADDITIONAL PROJECT BUDGET NOTES (OPTIONAL) *(750 character limit, including spaces)*
Provide information to clarify any line item in the project budget, or to provide further details on the scope of your project budget. Note any other NEA awards or applications that might overlap with the proposed project, include relevant application/award numbers.

Budget Subtab: Project Expenses

Project expenses must include costs covered by *both NEA funds and the Cost Share*. All activity funded with NEA funds or cost share funds must take place in the US or US jurisdictions.

DIRECT COSTS

Costs directly identified for the project and incurred during the period of performance. Include third-party in-kind contributions as expenses to ensure allowability.

DIRECT COSTS: Salaries and Wages

Direct Costs Salaries and Wages covers compensation for administrative and artistic personnel paid on a salary basis. List key staff positions for the project. Combine similar job functions if necessary. Contractual personnel and artists paid on a fee/stipend basis should be included in DIRECT COSTS: Other, and not here.

Enter the **title and/or type of personnel**, the **number of personnel**, the **annual or average salary range**, the **percentage of time** allocable to the project annually, and the **dollar amount** of the salary allocated to the project budget.

Title and/or Type of Personnel	Number of Personnel	Annual or Avg Salary Range	% of time devoted to the project annually	$ Amount
			Total Salaries and Wages	$
Fringe Benefits ($ Amount)				
Total Salaries and Fringe Benefits	$			

Salaries and Wages dollar amounts must be prorated for the length of your Period of Performance entered in the Additional Project Details tab. For example:

- **A project with a 6-month period of performance**: a person with a $50,000 annual salary working on the project for 100% of their time, enter a total dollar amount of $25,000.
- **A project with a period of performance that exceeds 1 year**: multiply the salary figures accordingly. For example, on a project with a 24-month period of performance, a person with a $50,000 annual salary working on a project for 100% of their time, the total dollar amount allocated to the project would be $100,000.

Enter an amount for **Fringe Benefits,** costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, vacation and sick leave, etc. They may be included here only if not included as indirect costs.

Salaries and wages must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations (see Legal Requirements.) Development and/or fundraising costs are only allowable if they are associated with managing the project or fundraising for the required project cost share. All other development and/or general fundraising costs are not allowable.

DIRECT COSTS: Travel

Enter the **number of travelers**, the geographic locations they will be **travelling from** and **to**, and the **dollar amount** for each.

Number of travelers (20 char. max)	From (location) (50 char. max)	To (location) (50 char. max)	$ Amount
		Total Travel Expenses	$

Travel costs must be estimated according to the applicant's own written travel policies, provided that the travel cost is reasonable and does not exceed the cost of air coach accommodations.

- Include lodging and subsistence costs (e.g., hotels, meals) as part of the "Amount" listed for each trip, as applicable, unless already included as part of a separate fee.
- List all trips -- both domestic and international -- individually.
- All international travel included in this budget **must** be specified by country of origin or destination and relate to activity outlined in your narrative; conform with government regulations, including those of the U.S. Treasury Department Office of Foreign Asset Control; and be booked on a U.S. air-carrier when this service is available. See the General Terms & Conditions for detailed information.

DIRECT COSTS: Other

Enter a **Description** and **Dollar Amount** for each line item. If needed, group similar items together on a single line, with only one total cost. Include contractual personnel and artists paid on a fee/stipend basis here.

Description (100 char. max)	$ Amount
Total Other Expenses	$

Project-related costs may include:

- Artist fees (if paid as a fee/stipend and not salary basis), consultant fees, and contractual services
  - o Artist fees may include, but are not limited to, compensation for: the creation of new work, the presentation of new or existing work, educational activities, community engagement, and travel/stipends/subsistence (if not already included in Direct Costs: Travel). List the fees paid to each artist/artistic group separately where possible.
  - o List consultant and artist fees or contracts for professional services on consecutive lines; do not scatter them throughout the list.
  - o Specify the number of persons, the service being provided, and the applicable fee, rate, or amount of each.
  - o If you engage in contracts of more than $15,000, identify the item or service and its relation to the project.
  - o For procurement requirements related to contracts and consultants, see 2 CFR 200.
- Production/technical costs
- Promotion, marketing, and outreach
- Acquisition fees, rights
- Evaluation and assessment fees
- Telephone, photocopying, and postage
- Supplies and materials. Identify the type of supplies / materials and their purpose. (e.g.,

"Art supplies," "Event materials," etc.)

- Publication, distribution, and translation
- Transportation/shipping of items other than personnel (instruments, art, etc.)
- Access accommodations (e.g., audio description, sign-language interpretation, closed or open captioning, large-print brochures/labeling, publications in alternate formats). Applicants should check with vendors for cost estimates.
    - Videos, films, television broadcast projects, and virtual streamed events must be closed or open captioned, and radio and podcast programs must be transcribed.
- Rental/purchase of equipment
    - Clearly identify equipment rental versus equipment purchase.
    - For equipment purchase with a unit/item cost of $10,000 or more and an estimated useful life of more than one year, identify that item here. Provide justification for the purchase(s) either in the Additional Project Budget Notes or Project Description.
    - Computers, mobile devices, or other new technologies are considered supplies if less than $10,000 per item regardless of the length of useful life.
    - Applications with a budget that includes *only* costs for equipment rental/purchase and no other expenses will be marked ineligible.
- Portion of Space/Facilities costs such as mortgage principal, rent, and utilities, as allocable to the project.
- Other *clearly identified* project-specific costs.

INDIRECT COSTS

Applicants have the option to include Indirect Costs. **You are not required to include Indirect Costs in this budget.** Indirect Costs are overhead, administrative, or general operating expenses that are not readily identifiable with, or are difficult to assign to, a specific project. Examples of Indirect Costs include the expenses associated with operating and maintaining facilities and equipment, rent, utilities, supplies, and administrative salaries. **If you plan to include indirect costs, please refer to the [Indirect Cost Guide](#) for detailed guidance**.

Enter the name of the **Federal Agency**, the percentage **Rate** (as decimals), and the **Base** (total modified direct costs).

Federal Agency (Name; 50 char. max)	
Rate Agency (.0000)	
Base	
Total Indirect Costs	$

Organizations *with* a federally negotiated indirect cost rate agreement (NICRA): Calculate Indirect Costs using your federally negotiated NICRA. You may include a rate lower than your NICRA, if needed. Do not use an expired NICRA.

- Important: If your organization has more than one federally negotiated rate approved in your NICRA, use the one most relevant to your project activities.

- Recommended applicants must provide a copy of their NICRA.

Organizations *without* a federally negotiated Indirect Cost Rate Agreement (NICRA):

- **Option 1:** Include reasonable "Overhead and Administrative Costs" as a line item under the "Direct Costs: Other" section and leave the Indirect Costs section blank.
  - o Use this option if your organization can easily document the discrete, specific expenses. Do not double count costs already included separately in your budget.
  - o The amount must be reasonable and consistent with best practices in financial management. Do not simply use a percentage of your project budget. You must be able to document the actual costs included in the line item.
- **Option 2:** Enter a de minimis indirect cost rate of up to 15% of your modified total direct costs in the Indirect Costs section.

Budget Subtab: Project Income

The NEA cannot support more than 50% of a project's costs; each applicant must contribute at least half the total project cost from nonfederal sources. For example, for a request of $20,000, the total project costs must be at least $40,000 and you must provide at least $20,000 toward the project from nonfederal sources as the cost share.

Cost share funds may be all cash or a combination of cash and in-kind contributions. **If your cost share includes IN-KIND contributions, you must also include them as direct costs to balance your budget.** Asterisk (*) those funds that are committed or secured.

APPLICANT CASH

Applicant Cash cost share refers to cash contributions, grants, and revenues that will pay for your share of the costs in this project. Identify sources.

Enter a **Description** and **Dollar Amount** for each cash source.

Description (100 char max)	$ Amount
Total Cash	$0

Allowable sources of Cash funds include your own organization's cash resources such as grants from private foundations, corporate donations, individual donations, and ticket sales, among others.

- Federal funds cannot be used as cost share for NEA awards. **Do not** include any other NEA or other federal awards in your cost share.

- You *may* include grants from your state arts agency, regional arts organization, or local arts agency as part of your cost share, as long as those grants do not include subawarded federal funds or funds used as cost share for a federal award. You can check with the funder to confirm the source of the funding.

- Applicants with a current federally-negotiated indirect cost rate *may* use unrecovered indirect costs as part of the cash cost share. Unrecovered indirect costs generally are used only by large organizations such as colleges and universities.

THIRD-PARTY IN-KIND CONTRIBUTIONS

In-kind contributions are third-party donations of goods, facilities, or services used to meet the cost share requirement for an NEA award (2 CFR 200.1). The use and value of such third-party contributions must be [properly documented](#).

Enter a **Description** and **Dollar Amount** for each in-kind source.

Description (100 char max)	$ Amount
Total In-Kind	$0

All third-party contributions must be necessary and reasonable for the project, and for allowable costs.

Do not include goods, facilities, or services contributed by your own organization as these are considered part of your own organization's cash cost share.

To qualify as cost share resources, expenses associated with in-kind donations must be clearly identified as direct costs in the project budget to ensure allowability.

Items to Upload Tab

Files must be in PDF format, and must adhere to the page limits listed in the instructions below. Excess pages and files not in PDF format will be removed. Do not include hyperlinks.

Additional items related to data collection and analysis may be submitted, if not already discussed in other areas of the application. Limit your items to the following types of documentation:

- **OPTIONAL: Evidence that documents your organization's right to access the data and/or collect the data specified in your application (five (5) pages maximum, combine all materials into ONE PDF file). Include documentation that applies:**

  o Evidence that guarantees you will have or that you already have the right to access existing dataset(s).

  o Evidence that your project is already approved by an Institutional Review Board (IRB), such as a confirmation letter from your preferred IRB.

- **OPTIONAL: Additional examples related to the data collection and analysis (five (5) pages maximum, combine all materials into ONE (1) PDF file)**, such as graphic representations of the framework or model guiding the research project, survey instruments, interview protocols, sampling design, relevant excerpts from codebooks, and other relevant information about the data collection and analysis methods. **Only include information that is relevant to the project in this item and that is specifically about data collection and analysis methods.**

The NEA may contact you for documentation of access, IRB status, and ethics training in human subjects research protections at any time.

TECHNICAL GUIDANCE: AP FILE UPLOAD & DESCRIPTIONS
File Naming: Files may fail to upload if the file name: • Exceeds 100 characters. • Begins with a space, period, hyphen, or underline. • Contains these characters: #%&{}\<>*?/$!'":+`=|"@
AP Upload Box: For each item, provide the following information: • **TITLE**: State the type of item using the prefix "Training" or "Permission" or "Examples." • **FILE TYPE:** Select "PDF" file type. • **DESCRIPTION** (*500-character limit, including spaces):* Include A brief description including how the document relates to proposed project.

Organization & Project Data Tab

The NEA collects basic information about all applicants and their projects to help the NEA comply with government reporting requirements, and develop statistical information about the organizations and projects it funds. **Your responses will not be shared with panelists or used as a factor in the review of your application**.

APPLICANT ORGANIZATION DESCRIPTION*: Select a description that best describes your organization.

- Artists' Community, Arts Institute, or Camp
- Arts Center
- Arts Council / Agency
- Arts Service Organization
- College / University
- Community Service Organization
- Design Organization
- Fair / Festival
- Foundation
- Gallery / Exhibition Space
- Government

- Historical Society / Commission
- Humanities Council / Agency
- Independent Press
- Library
- Literary Magazine
- Media-Film
- Media-Internet
- Media-Radio
- Media-Television
- Museum-Art
- Museum-Other

- Performance Facility
- Performing Group
- Presenter / Cultural Series Organization
- Religious Organization
- School District
- School of the Arts
- Social Service Organization
- Tribal Community
- Union / Professional Association
- None of the Above

PREPAREDNESS PLANS*: Does your organization have a disaster preparedness plan (i.e., plans to handle disasters and emergencies such as floods, hurricanes, and pandemics)? **Choose: Yes** or **No**

PROJECT ACTIVITY TYPE*: Select the option that best describes your proposed project:

- **Apprenticeship/Mentorship**
- **Arts & Health** Includes creative arts therapies and other arts and health programs.
- **Arts Instruction** Lessons, classes and other means to teach knowledge of and/or skills in the arts
- **Artwork Creation**
- **Audience Services** (e.g., ticket subsidies)
- **Broadcasting** via TV, cable, radio, the Web, or other digital networks
- **Building Public Awareness** Activities designed to increase public understanding of the arts or to build public support for the arts
- **Building International Understanding** Includes activities that either bring international art and/or artists to the U.S. or bring American art and/or artists to other nations
- **Concert/Performance/Reading** Includes production development
- **Curriculum Development/ Implementation** Design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives, etc.
- **Distribution of Art** (e.g., films, books, prints; do not include broadcasting)

- **Equipment Purchase/Lease/Rental**
- **Exhibition** Visual arts, media arts, design, and exhibition development
- **Fair/Festival**
- **Identification/Documentation** (e.g., for archival or educational purposes)
- **Marketing**
- **Presenting/Touring**
- **Professional Development/Training** Activities enhancing career advancement
- **Professional Support: Administrative** Includes consultant fees
- **Professional Support: Artistic** (e.g., artists' fees, payments for artistic services)
- **Publication** (e.g., books, journals, newsletters, manuals)
- **Recording/Filming/Taping** (e.g., to extend the audience for a performance through film/tape audio/video; do not include archival projects)
- **Repair/Restoration/Conservation**
- **Research/Planning** Program evaluation, strategic planning, and establishing partnerships
- **Residency - School** Artist activities in an educational setting
- **Residency - Other** Artist activities in a non-school setting
- **Seminar/Conference**
- **Student Assessment** Measurement of student progress toward learning objectives. Not to be used for program evaluation.
- **Subgranting** – Local Arts Agencies only
- **Technical Assistance** with technical/administrative functions
- **Web Site/Internet Development** Creation or expansion of Web sites, mobile and tablet applications, the development of digital art collections, interactive services delivered via the Internet, etc.
- **Writing About Art/Criticism**
- **None of the above**

PROPOSED BENEFICIARIES OF PROJECT (OPTIONAL): Select all groups of people that your project intends to serve directly.

AGE RANGES (Optional, choose all that apply):
- No specific age group
- Children/Youth (0-17 years)
- Young Adults (18-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)

UNDERSERVED GROUPS/COMMUNITIES (Optional, choose all that apply): If your project intends to serve underserved groups/communities, select the factors that limit their opportunities to benefit from arts programming:
- Geography
- Economic Status
- Ethnicity
- Disability

Step 3: Submit the Grant Application Form

We urge you to complete and submit the Grant Application Form and upload materials outside of the hours of heaviest usage, which are generally 8:00 pm to 11:59 pm, Eastern Time, on the day of the deadline. Staff will not be available to help you after 5:30 pm, Eastern Time.

Submit your materials prior to the deadline to give yourself ample time to resolve any problems. You take a significant risk by waiting until the day of the deadline to submit.

Step 1: Validate
- To submit your application, provide a response to every item denoted in the AP with an asterisk (*).
- Click the "Validate" link found at the top right corner of the page to search for errors.
  - Each tab with no errors will have a check mark by it.
  - To clear validation messages, press the Esc key.
- This feature *does not* check that your application is complete. Review the application instructions to be sure you have submitted each required item.

Step 2: Click Save and Submit
- The "Submit" button is only visible when you are on the Organization & Project Data tab.
- **If you do not click the "Submit" button, your application will not be received**.
- After submitting your application, you may log back into the AP and make changes until the system closes at 11:59 pm, Eastern Time, on the day of the deadline. Click "Save" and "Submit" again to save any edits.

Step 3: Confirm Submission
- Ensure that your application was received by logging in to the AP. On the first screen it will say "Submitted" if your application has been received. If your application has not yet been received, it will say "In Progress." Maintain documentation of your successful submission by taking a screenshot.
- **Use the "Print" function in the upper right corner to create a printable version of your application. Save a final copy for your records by choosing "Save as PDF" from your print dialogue box**.

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