ART WORKS
APPLICATION CHECKLIST

BEFORE APPLYING (By at least 1/27/16 for the February 18 deadline or 6/22/16 for the July 14 deadline)

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

STEP 1: GRANTS.GOV (By at least 2/8/16 for the February 18 deadline or 7/5/16 for the July 14 deadline)

- ☐ Submit the SF-424 (Application for Federal Domestic Assistance) through Grants.gov

STEP 2: NEA GRANTS ONLINE™ (NEA-GO)

- ☐ Log in to Grants.gov and go to "Check My Application Status" to get your Grants.gov tracking number and agency tracking number to use as your username and password for NEA-GO. NEA-GO will be open February 25-March 3, 2016, or July 21-28, 2016.
- ☐ Complete & submit the **Grant Application Form (GAF) by 11:59 pm ET on March 3, 2016 or July 28, 2016.**
  - ☐ Part 1: Organizational Information
  - ☐ Part 2: Project Information
  - ☐ Part 3: Project Budget
  - ☐ Part 4: Items to Upload – Required Works Samples and PDF attachments (For Certain Disciplines Only) Excess pages and items not listed in the guidelines will be deleted.
    - ☐ Required WORK SAMPLES (See your discipline's guidelines)
    - ☐ Required PDF ATTACHMENTS (See your discipline's guidelines)
  - ☐ Part 5: Organization & Project Profile

RESOURCES

- ☐ Watch the Art Works webinar
- ☐ Watch the Grant Application Form tutorial
- ☐ Contact your discipline staff with any questions

FULL GUIDELINES CAN BE FOUND AT: http://arts.gov/grants-organizations/art-works/