NATIONAL ENDOWMENT for the ARTS

CREATIVE FORCES

A SERVICE OF MID-AMERICA ARTS ALLIANCE

Creative Forces Community Engagement Grants Application Guidelines

Deadline: 11:59 p.m. CST, Thursday, January 19, 2023

Creative Forces®: NEA Military Healing Arts Network is an initiative of the National Endowment for the Arts in partnership with the U.S. Departments of Defense and Veterans Affairs that seeks to improve health, well-being, and quality of life for military and veteran populations exposed to trauma, as well as their families and caregivers.

Creative Forces places creative arts therapies at the core of patient-centered care at clinical sites throughout the country, including telehealth services, and increases access to community arts activities to promote health, well-being, and quality of life for military service members, veterans, and their families and caregivers. Creative Forces is managed in partnership with Americans for the Arts, Civic Arts, the Henry M. Jackson Foundation for the Advancement of Military Medicine, Mid-America Arts Alliance, and Civic Arts.

The Creative Forces Community Engagement Grant is a program of the National Endowment for the Arts (NEA) in partnership with Mid-America Arts Alliance (M-AAA). This grant program aims to improve the health, well-being, and quality of life for these military-connected populations through matching grants of up to $10,000 for emerging or up to $50,000 for advanced arts engagement projects that take place after July 1, 2023.

For the purpose of this grant program, trauma-exposed populations are defined to include active-duty service members, guardsmen, reservists, veterans, military and veteran families, caregivers, and health care workers providing care for military service members and veterans.

These grants are intended to support non-clinical arts engagement projects taking place in healthcare, community, or virtual settings. While these activities can be informed by medical knowledge, practice, or theory, support from this grant program cannot include direct involvement with medical research, clinical therapy, or treatment delivery, or involve Protected Health Information, including any associated with the

Health Insurance Portability and Accountability Act (HIPAA). Further, funds from this grant program shall not support studies that include systematic investigations, including research and development, testing, or evaluation; or research studies designed to develop or contribute to generalizable knowledge. Examples include activities that require asking program participants to provide sensitive and/or confidential information about themselves, and/or that involve systematic studies to assess a program's benefits for participants.

Since 2017, Creative Forces has invested in [community arts engagement activities](#) in order to advance understanding of the benefits and impacts of the arts for military-connected populations who have been exposed to trauma. Creative Forces-supported community programs have involved a range of arts activities, including visual, written, and performing arts offered through single events, drop-in programs, and ongoing engagement led by artists in residence, teaching artists, or creative arts therapists. Program evaluation, summaries of which can be found at the [Creative Forces National Resource Center,](#) has examined the impacts of these activities. Such findings informed the development of the [Creative Forces Community Engagement logic model](#) and helped guide development of this grant program. Key project outcomes for participants and organizational applicants identified as a result of these evaluation efforts include the following:

PROJECT OUTCOMES FOR PARTICIPANTS

Creative Forces Community Engagement Grant Program projects should engage military-connected individuals through experiences of art or art-making with one or more of the following participant outcomes in mind:

- Creative Expression: Participants have a better understanding of themselves and others by creating or engaging with art.
- Social Connectedness: Participants have supportive relationships in their life and a sense of belonging to a community.
- Resilience: Participants feel they can rebound from stress, unexpected events, or life's challenges.
- Independence and Successful Adaptation to Civilian Life: Participants have both an individual and shared sense of purpose, as well a positive self-worth, that support adapting and readjusting to civilian life.

PROJECT OUTCOMES FOR APPLICANT ORGANIZATIONS AND THEIR PARTNERS

This grant program also seeks to advance the capacity of the applicant and its partners in one or more of the following ways:

- Networked Organization: Grantees build networks and partnerships that support the design, implementation, and evaluation of programs for military-connected participants leading to stronger outcomes for participants.
- Strengthened Capacity: Grantees build their capacity to design, implement, and evaluate programs that meet the needs of military-connected participants.
- Increased Value of the Arts: Grantee partnerships and activities lead to an increased understanding of the value and impact of the arts across local participating networks and communities.

APPLICANT ELIGIBILITY REQUIREMENTS

The Applicant Organization must:

1. Be a nonprofit, tax-exempt 501(c)3, US organization, a unit of state or local government, or a federally recognized tribal community or tribe located in the US (including the District of Columbia and all US territories as well as the Native nations that share that geography);
2. Have a minimum of three years' experience:
   o programming for/with military communities or
   o presenting/producing arts-based projects;
3. Have completed a three-year history of programming prior to the application deadline. Programming is not required to have taken place during consecutive years. If your programming was affected or suspended due to COVID-19, you may reference 2020, 2021, or 2022 programming that was canceled or reimagined due to the pandemic. Virtual programming, planning, and COVID-19 recovery activities are considered to be programming. You may also choose to list arts programming from a recent year other than 2020, 2021, or 2022. For the purpose of defining eligibility, "three-year history" refers to when an organization began its programming and not when it incorporated or received nonprofit, tax-exempt status;
4. Compensate all professional artists or supporting professional personnel at no less than the prevailing minimum compensation in accordance with [Part 505 of Title 29 of the Code of Federal Regulations (CFR)](https://www.ecfr.gov/cgi-bin/text-idx?node=pt29.3.505&rgn=div5) [https://www.ecfr.gov/cgi-bin/text-idx?node=pt29.3.505&rgn=div5];
5. Apply directly on their own behalf. Applications through a fiscal sponsor/agent are not allowed;

a. Organizations whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization may **not** apply if the affiliated organization submits its own application. This prohibition applies even if each organization has its own 501(c)3 status. For example, the "Friends of ABC Museum" may not apply if the ABC Museum applies. Furthermore, academic departments of colleges and universities are not eligible to apply, but the department's parent institution is eligible, and

b. State and jurisdictional arts agencies (SAAs) and [Regional Arts Organizations (RAOs)](https://www.arts.gov/stories/blog/2016/meet-regional-arts-organizations) are **not** eligible to apply. [https://www.arts.gov/stories/blog/2016/meet-regional-arts-organizations] are not eligible to apply or serve as partners in Creative Forces Community Engagement Grant Program projects.

6. Have a unique entity identifier (UEI), created in the [System for Award Management](https://sam.gov) [SAM.gov];
7. Be in good standing with M-AAA, the NEA, and all other federal agencies, with no delinquent reports and/or grant documents;
8. Commit to [M-AAA's Grantee Assurance of Compliance and Federal Suspension and Disbarment Policy](https://www.maaa.org/assurance-of-compliance/) [https://www.maaa.org/assurance-of-compliance/]; and
9. Agree to acknowledge [M-AAA and the NEA](https://www.maaa.org/about/downloads/) [https://www.maaa.org/about/downloads/] in all programs and press materials related to the project if funded.

GRANT TIERS

Funding amount and grant period of support will be determined based upon one of two tiers designated by the applicant and further substantiated as appropriate by M-AAA staff.

Emerging Grant
The emerging grant tier, with a maximum grant amount of $10,000 is for the development and implementation of new or emerging non-clinical arts engagement programs for military-connected populations or for small organizations providing non-clinical arts engagement for military-connected populations. Grant recipients in the emerging tier are expected to participate in a robust structure of technical assistance provided by Creative Forces and M-AAA to facilitate project-level capacity building and data collection as it relates to services provided to the military-connected population and support for the development of a project logic model.

This baseline tier allows for projects that work toward one or more of the following:
- Identifying needs in the local military-connected community,
- Establishing partnerships,
- Establishing referral/recommendation processes,
- Building an understanding of military culture,
- Building community and military understanding of the value of arts engagement,
- Building organizational capacity for effective implementation of future programming,
- Planning for post-grant sustainability of a project, and
- Implementation of a non-clinical arts engagement project for a military-connected population.

Advanced Grant

The advanced grant tier provides support to organizations for established non-clinical arts engagement projects for military-connected populations. Advanced grant tier amounts range from $10,000–$25,000 for projects completed during one year implemented on or after July 1, 2023 and concluded on or before June 30, 2024. For projects that take place over the course of two years, to be implemented on or after July 1, 2023, and concluded on or before June 30, 2025, the maximum grant amount is $50,000. Grant recipients in this tier are expected to participate in technical assistance provided by Creative Forces and M-AAA focused on performance measurement, evaluation for continuous process improvement, and outcomes measurement, excluding the measurement of individual-level outcomes. Submitting a logic model incorporating adaptations/lessons learned to M-AAA at the conclusion of the grant period is required.

Applicants in this tier must provide the following in their applications:
- Details on the implementation of the project that can be utilized to construct a logic model during the grant period of performance. The logic model elements include a Goal Statement, Inputs/Resources, Activities, Products/Outputs, Outcomes, and Assumptions/Rationale. Technical Assistance on the [development of a logic model](#) and theory of change will be provided by Creative Forces and M-AAA during the grant period of performance.
- Evidence of military cultural competency demonstrated by either the applicant or key partner (for example previous successful military

programming, formal partnerships with military or veteran-connected service organizations, military background of key staff or consultants, documented training, etc.).

- Demonstrated understanding of how the project activities are aligned with and will support the desired participant and organizational aims and outcomes.

Additional information regarding the types of funded activities, Technical Assistance Activities, and outputs of technical assistance expected from each grant tier is detailed in Attachment A and on the M-AAA Creative Forces Community Engagement Grants website.

PROJECT ELIGIBILITY REQUIREMENTS

These grants are intended to support non-clinical arts engagement programs taking place in community, healthcare, or virtual settings. Proposed projects that include implementation of an arts engagement project <u>must</u> serve at least one of the following populations within the military-connected population:

- Active-duty service members from any branch of the military
- Guardsmen and/or Reservists
- Veterans
- Military-connected family members
- Military caregivers (family, residential and clinical) and/or
- Health care workers serving military-connected populations

The project must include or meet the following requirements:

1. Include at least one organizational or individual partner who provides resources to help advance or support the project.
2. Be led by or partner with at least one organization or individual that has a history of creative/artistic programming.
3. Actively include the perspective of one or more of the local members of the military-connected groups the project intends to serve. This perspective should be clearly indicated in the project design, planning, and implementation.
4. Have a budget that reflects a 1:1 dollar-for-dollar match for the grant amount requested. This may be a combination of cash or in-kind contributions so all funding, procured or pending, should be included in the budget. Federal and other M-AAA grant funding procured or pending for the project must be included in the budget. Federal funding <u>cannot</u> be used to meet the 1:1 match requirement. *Indirect costs, debt repayment, trusts, endowment funds, or investments, fundraising*

activities, lobbying, capital outlay including construction projects, purchase or renovation of facilities and expenses associated with the project's opening or closing (e.g., receptions) are <u>*not allowable*</u> *expenses in the project budget.*

5. Be implemented on or after July 1, 2023.
6. Be accessible to people with disabilities. Funded activities held in person must be held in a physically accessible venue and program access and effective communication must be provided for participants and audience members with disabilities. The NEA has resources to assist organizations in making accommodations. [Visit the NEA website for more information](https://www.arts.gov/impact/accessibility). [https://www.arts.gov/impact/accessibility]

PROJECT CREATIVE ARTS DISCIPLINES

Eligible Creative Forces Community Engagement Grant Program projects are not discipline specific. They may span one or more creative disciplines including, but not limited to:

- Crafts (Clay, Fiber, Glass, Leather, Metal, Mixed Media, Paper, Plastic, Wood)
- Dance/movement (Ballet, Ethnic, Jazz, Tribal, Modern)
- Design Arts (Architecture, Fashion, Graphic, Industrial, Interior, Urban/Metropolitan)
- Folk/Traditional Arts (Crafts, Visual Arts, Dance)
- Humanities (Facilitated conversations, Compilation of historical documentation, Preservation of history)
- Literature (Fiction, Memoirs, Non-Fiction, Playwriting, Poetry)
- Media Arts (Film Arts, Film Audio, Film Technology/Experiments, Film Video, Podcasts)
- Music (Band, Chamber, Ethnic, Jazz, New, Orchestral, Popular, Solo/Recital, Song Writing)
- Music Theatre/Opera (Musicals, Opera)
- Oral Traditions (Spoken word, Stand-up Comedy, Storytelling)
- Theater (Mime, Puppet, Young Audiences, General)
- Visual Arts (Collage, Experimental, Graphics, Multimedia, Painting, Photography, Printmaking, Sculpture)

This list is not comprehensive. Please contact M-AAA staff at creativeforces@maaa.org with questions regarding a specific art discipline that is not listed above.

PROJECT IMPLEMENTATION AND SERVICE DELIVERY MODELS

Eligible Creative Forces Community Engagement Grant Program projects can be offered free of charge or require a participation/admission fee and can be implemented through a single or combination of service delivery models which include, but are not limited to:

- In-person or virtual classes that meet regularly for a distinct scheduled period of time
- "Drop-in" style programs where no reservation/or enrollment is required and programming is offered on a recurring basis over an extended period of time
- Participant cohort performance or exhibition showcasing the cohort's work
- Community or network building
- A single event attended once by participants

PROJECT TYPES

Eligible types of Creative Forces Community Engagement Grant Program projects include, but are not limited to:

- Military/veteran family, and caregiver support
- Apprenticeship/internship/residency
- Arts instruction
- Creation of a work of art
- Concert/performance or exhibition
- Recording/filming/taping

The following types of project activities and/or expenses are not eligible for consideration:

- Primary data collection or research based on participant experiences which require an Institutional Review Board (IRB). Additional information on the types of activities that require an Institutional Review Board can be found here: https://www.arts.gov/grants/grants-for-arts-projects/responsible-conduct-of-performance-measurement-program-evaluation-and-research.
- Lobbying
- Sub-granting or re-granting
- Facility construction, purchases, or renovation
- Receptions, parties, or galas
- Courses in degree-granting institutions
- Commercial or for-profit enterprises
- Gifts, awards, or prizes

PARTNER TYPES

Partner types include, but are not limited to:
- Arts organizations of any discipline
- Individuals: artists or military-connected non-artists
- Department of Defense facilities/Veterans Affairs clinics/Vet Centers/other federal entities
- University/College
- Social service organizations
- Veteran/military assistance agencies or organizations
- Website/technology organization
- For-profit organizations

APPLICATION REVIEW AND PROJECT SELECTION CRITERIA

An application will be deemed ineligible by M-AAA staff if it is incomplete at the time of submission or does not meet the applicant or project eligibility requirements. Ineligible applicants will be notified by M-AAA with rationale to help the applicant adapt for future submissions.

If deemed eligible for consideration, applications are evaluated by an independent review panel on the basis of Artistic Merit and Artistic Excellence.

Artistic Merit
- Project Design: Project plan indicates a well-defined relevant and necessary partnership, realistic timeline, appropriate budget, clear artistic and community-based objectives, achievable goals, and adequate risk management. For the advanced tier, the application indicates methods to recruit military-connected participants.
- Project Management: Ability of the applicant to implement proposed project is clearly demonstrated by qualifications of the project team, viability of project budget, and overall fiscal and managerial health of applicant and partnering organizations, including demonstrated capacity to partner with organizations or individuals that have relevant connections to the military, ability to provide or adapt programming to reach targeted military-connected populations, and the adaptability of the programming to the practical barriers of partnering with the military. Administrative capacity to complete the project, including appropriate paid and volunteer staff, and leadership is demonstrated in financial planning, which includes proven fiscal responsibility; and appropriate financial resources as evidenced in the budget.

- **Equity and Accessibility:** Application reflects fair practices to access resources and an inclusive approach to the communities to be served in the representation, participation, and creation of services. Application reflects evidence that funded project services, information, and facilities where funded activities are to take place will be accessible for individuals with disabilities, including but not limited to individuals who are deaf, hard of hearing, deaf-blind, have difficulty speaking, have a physical disability including those that require the use of wheelchairs or prosthetics, visual disability, developmental disability, learning disability, mental illness, or chronic illness.

Artistic Excellence

- **Project Leadership:** Individuals or arts organizations involved in the project design and execution demonstrate skills, expertise, and experiences that are central to the goals of the project. This includes the qualifications of teaching artists, staff, or personnel and their experience working with the military as appropriate to the project and application tier, the context of the programming, the intent to introduce creativity to military-connected individuals, and the frequency of contact with that population through the project.
- **Community Impact:** Application demonstrates project reach and/or depth of engagement in a defined geographic and/or affinity-based community and military cultural competency in accordance with the identified project goals and grant tier. Project is responsive to the community to be served and not duplicative of existing programming within the community. Project execution and evaluation involves community participation in accordance with the identified program goals and project requirements. Participants and communities served, including geographic and demographic characteristics, and accessibility for individuals with disabilities, is clearly described.
- **Overall Grant Program and Project Alignment:** How well the proposed project aligns with the Creative Forces Community Engagement Grant Program objectives to promote the health, well-being, and overall quality of life of military-connected individuals by understanding their needs and providing access to community arts experiences.

PANEL ADJUDICATION AND RANKING SCALE

Eligible applications will be reviewed by an independent review panel consisting of arts professionals, including artists, creative arts therapists, military-connected individuals

and lay persons, who reflect a wide geographic, ethnic, and minority representation as well as diverse aesthetic and cultural points of view.

Panelists reviewing applications will use the following 6-point scale for each of the grant criteria:

> 6 – Exemplary: fully achieves the stated criteria. Meets ALL of the review criteria requirements to the highest degree.
>
> 5 – Strong: strongly achieves the stated criteria. Meets all the review criteria requirements to a significant degree.
>
> 4 – Good: sufficiently achieves the stated criteria. Meets all of the review criteria requirements to some degree.
>
> 3 – Fair: Moderately achieves the stated criteria. Meets most of the review requirements.
>
> 2 – Marginal: Minimally achieves the stated criteria. Meets some of the review requirements.
>
> 1 – Weak: Does not achieve the stated criteria. Inadequately meets the review requirements.

GRANT AWARDS

Matching grant awards of $10,000–$50,000 will be awarded to approximately 35 applicants to support projects that engage military-connected individuals through experiences of art or art-making.

Grant projects must adhere to the Uniform Guidance under 2 CFR Part 200 and the National Endowment for the Arts' General Terms and Conditions.

These funds derive from Federal funds from the National Endowment for the Arts. An organization may not receive this award and a direct grant from the National Endowment for the Arts or another Federal agency for the same project during the same or an overlapping period of support.

If selected, the organization will enter into a grant agreement with Mid-America Arts Alliance. The agreement will outline the terms and conditions, including federal regulations and project and crediting requirements of the Creative Forces Community Engagement Grant Program award.

GRANTEE REQUIREMENTS

Grantees must comply with all requirements as stipulated in the grant agreement, including, but not limited to the following:

- Grantees are required to carry out activities consistent with the original application as approved for funding.
- Changes to funded activities must be proposed in advance and require

prior written approval from M-AAA staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.

- Participate in any Creative Forces Capacity Building and Technical Assistance cohort meetings and convenings. This may include but is not limited to peer-to-peer mentorship opportunities, as well as data collection, evaluation, and logic model workshops. Travel support will be provided by the National Endowment for the Arts and M-AAA.
- Utilize/complete participant/audience surveys developed and provided as part of the grant program.
- Use the M-AAA and NEA logos/wordmarks, as laid out in the Creative Forces Branding Guide, on all printed, electronic materials, and websites (program, catalogs, postcards, posters, newsletters, leaflets, publication, etc.) that specifically reference the project.
- Complete an online final report form summarizing grant-funded activities and accomplishments at the end of the project activity period or at the end of the period of support, whichever occurs first.

APPEALS PROCESS

Applicants can request a review of the method for M-AAA's decisions concerning grant applications through the appeals process. Dissatisfaction with the denial or amount of an award is not sufficient reason for an appeal.
An applicant not funded may appeal M-AAA's decision if the applicant can demonstrate that the application was rejected for any of the following reasons:

1. Application was reviewed using criteria other than those published;
2. Award decision was influenced by panelist/staff/committee member who failed to disclose conflict of interest; and/or
3. Application materials (submitted by the deadline) were not provided to panelist/staff/committee members.

To appeal a grant determination, first contact the M-AAA Director of Arts and Humanities Grant Programs to review considerations affecting the decision. If you believe that you have grounds for an appeal, you must submit your appeal, in writing or by email, to M-AAA's President and CEO, no later than 15 calendar days following the receipt of the notice from M-AAA. The submission should contain evidence to support one or more of the allowable grounds for appeal. The decision on appeal will be made by the President and CEO, who will render a decision within 30 days of the appeal. Email or mail your appeal to M-AAA, 2018 Baltimore Avenue, Kansas City MO 64108, ATTN. President and CEO.

GRANT PROGRAM TIMELINE

- Grant Guidelines Available   Tuesday, November 1, 2022
- Application Form Available   Tuesday, November 1, 2022
- Application Submission Deadline   Thursday, January 19, 2023
- Advisory Panel Reviews Underway   February 2023
- Award Notification   April 2023
- Project activities must occur after July 1, 2023.
- Final Report Form due within 45 days of the project's conclusion.
- Grant Funding for projects with a one-year period of support will be distributed 75% upon return of signed Grant Agreement and 25% upon successful completion of the Final Report. Funding for projects with a two-year period of support will be distributed in three payments. 50% upon return of signed Grant Agreement, 25% upon successful completion of an Interim Report at the end of the first year of support, and 25% upon successful completion of the Final Report Form within 45 days of the project's conclusion or at the end of the second year of support, whichever comes first.

FINAL REPORTING

M-AAA will provide grant recipients an online Final Report form which must be submitted within 45 days of the project's last activity. M-AAA will require: in-person and online attendance information for funded activities, pictures or screenshots of funded activities, documentation of award acknowledgements, promotion, and publicity efforts and, when available, press reviews, and/or evaluations of activities including anecdotal feedback. Pictures and documentation must be uploaded into the online Final Report Form. Appropriate forms of permissions to share military-connected persons images must be obtained prior to sharing.

M-AAA POLICIES AND PROCEDURES

- Grant recipients must comply with the Federal policies and legal requirements, statutes, and regulations as stated in M-AAA's Assurance of Compliance. [https://www.maaa.org/assurance-of-compliance/]
- Grant recipients are required to make accommodations upon request for constituents with disabilities at grant funded activities. The National Endowment for the Arts has resources to assist arts organizations in making accommodations. [https://www.arts.gov/accessibility/accessibility-resources]
- Grant recipients must compensate all professional performers and related

or supporting professional personnel at no less than the prevailing minimum rate of compensation. This requirement is in accordance with the regulations issued by the Secretary of Labor in part 505 of Title 29 of the [Code of Federal Regulations](). Part 505 does not provide information on specific compensation levels. Applicants will cite references used in establishing equitable compensation rates.

- Grant awards are considered income. Grant recipients are responsible for all tax obligations under federal, state, and local laws. M-AAA recommends that all recipients consult a tax accountant or local Internal Revenue Service office with questions or concerns regarding deductions and reporting.
- Grant recipients who fail to properly acknowledge M-AAA <u>and</u> the National Endowment for the Arts' support in programs and press materials for the supported project may not be considered for future funding opportunities.
- All changes to a project must be submitted in writing to M-AAA before the activity takes place. Awards may be revised or revoked in light of such changes. A reduction in artist fees may result in the reduction or cancellation of the grant.

APPLICATION LIMITS

- Limit one Creative Forces Community Engagement Grant Program application per applicant organization per fiscal year.
- Limit one Creative Forces Community Engagement Grant Program application per project per fiscal year.

APPLICATION ASSISTANCE - ACCESSIBILITY ACCOMMODATIONS

Mid-America Arts Alliance strives to provide accessibility services and accommodation solutions to ensure that people of all abilities are included. M-AAA staff is available to assist with adapting our typical processes to ensure that people with disabilities have equal opportunity to apply.

APPLICATION ASSISTANCE

M-AAA staff is available to offer guidance and clarification in preparing your application. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated in a timely manner.

HOW TO APPLY

Use the following Application-At-A-Glance to prepare your responses. Data typed in the online form can be saved for editing later by clicking "Save my progress and resume later" at the top or bottom of the application form webpage. Each time you save your application you will be asked for an email address and a password which can remain the same or change as often as you see fit. Each time you save your application you will be sent an email with new instructions on how to resume your draft application. To resume the most recent version of your application refer to the most recent email in your inbox.

While draft applications can be saved, online technology is not always reliable, so we strongly recommend you prepare your narrative responses in a separate document to ensure you have a backup for reference as you proceed. Please add a space between paragraphs in narrative fields for clarity and ease of reading by staff and panelists.

For more information on how to fill out the application form you may watch this Creative Forces Grant Application Walkthrough Video and Grant Guidelines Informational Webinar Video.

Mid-America Arts Alliance will only consider applications submitted by 11:59 p.m. CST on January 19, 2023. We urge you to submit your application early to ensure your materials are properly received. The application platform may experience slower processing times when user traffic is higher as the deadline nears. The form will close promptly at midnight.

The Creative Forces Grant Application Form can be found online here:
https://www.tfaforms.com/5011491

CREATIVE FORCES COMMUNITY ENGAGEMENT GRANT:

APPLICATION-AT-A-GLANCE

The following outlines what is required for a complete application. Answering "no", "not in place", or "not applicable" to questions does not preclude the application from consideration for funding.

I. APPLICANT INFORMATION

1. Applicant Organization Legal Name
   The organization's business name as it appears on its Federal employer identification document.
   o Is the organization known by a name other than its legal name? (yes/no)
   o If you answered "yes", what is the applicant organization's other name?

   Applicant address and other information (address, phone, email, website address, social media outlets)
   Applicant mailing address, if different from street address

2. Applicant Primary Contact Person Information (name, job title or artistic discipline, phone, email)

3. Applicant Secondary Contact Person Information (name, job title or artistic discipline, phone, email)

4. Applicant Federal Identification Number (EIN)
   [https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers]

5. Universal Entity Identifier (UEI)
   [https://www.maaa.org/duns-transition-new-requirements-for-federal-funding/]

6. U.S. Congressional District Number, State House and State Senate Legislative District Number [https://openstates.org/]

7. Choose the category that best describes the applicant's legal status. (dropdown menu)

8. Choose the type of institution that best describes the applicant. (dropdown menu)

9. Choose the artistic discipline that best describes the applicant's primary area of work in the arts. (dropdown menu)

10. What is the applicant's mission statement? (125-word limit)?

11. What is the applicant's annual operating budget for its most recently completed fiscal year? The applicant may enter the most recent budget prior to March of 2020 (Pre-COVID) if that is a more accurate representation of a typical annual organizational budget. (picklist)

12. What is the population of the applicant's geographic service area? (picklist)
13. Does the applicant have a history of creative/artistic endeavors? (dropdown menu)
    If you answered "yes", describe those creative/artistic endeavors. (1,000-word limit)
14. Does the applicant have a history of implementing programs with/for the military community? (dropdown menu)
    If you answered "yes", describe those programs. (1,000-word limit)
15. Are there arts and military programs or resources available in the applicant's service area? (dropdown menu)
    If you answered "yes", in what ways is your project unique and does not duplicate existing resources/services in your community? (1,000-word limit)
16. Identify the extent to which a clinic to community recommendation process is in place across clinics/hospitals/community arts organizations and your organization. (dropdown menu)
17. Applicant's accessibility information (dropdown menu)
    a. The applicant has a stated policy or mission statement regarding accessibility.
    b. The applicant has accessible information/accommodations with appropriate disability symbols included in all its publicity.
    c. The applicant has an accessible website, including alt tags and captioned audio.
    d. The applicant has a designated staff member responsible for overseeing accessibility and section 504/ADA compliance.
    e. The applicant has an access committee that includes people with various disabilities to advise on access issues.
    If you answered "not applicable" or "no" to one of the statements above, please explain. (125-word limit)

II. PROJECT INFORMATION

18. Project Title
19. Project Start and End Dates
20. Project Contact Person Information (name, title or artistic discipline, phone, email)
    Person to whom questions should be addressed regarding the project.
21. Project Summary: In two or three sentences, describe the project. (125-word limit)
22. What is the project's primary discipline? (dropdown menu)

If you answered, "interdisciplinary" or "multidisciplinary", designate the project's secondary discipline.

23. What is the primary type of activity involved in the project? (dropdown menu)
24. Is there another type of activity involved in the project? (dropdown menu) If you answered "yes", what is the secondary type of activity involved in the project? (dropdown menu)
25. Choose the one statement that best describes the amount of arts education involved in the project.
    o 50% or more of the project activities are arts education.
    o Less than 50% of the project activities are arts education.
    o None of the project activities involve arts education.
26. Project Description (2,000-word limit)
27. Is this a pilot project? (yes/no)
28. Which grant tier are you applying for? (Emerging or Advanced)
29. Project Accessibility Information (dropdown menu)
    a. Persons using wheelchairs and/or prosthetics will be able to participate in the project.
    b. A sign language interpreter, an assistive listening system, or other assistance for persons with hearing impairments will be provided upon request.
    c. Large print materials or descriptive audiotapes will be available upon request for persons with visual limitations.
    d. Seats near the speaker/performer/interpreter will be available for persons with hearing and/or visual limitations along with their companions.
    If you answered "not applicable" or "no" to one of the statements above, please explain. (200-word limit)
30. How will the project be implemented? (select all that apply) If you answered "Other", tell us more. (125-word limit)
31. How will the project take place? (select all that apply) If you answered "in-person", does the project take place at the applicant's street address listed above? (dropdown menu) If you answered "no", other venue information is requested (venue name, address, plus Venue Accessibility Information) If you answered "streaming online", what is the streaming platform name? (plus Streaming Online Accessibility Information) Venue Accessibility Information (dropdown menu)
    a. The venue has designated accessible parking spaces with adjoining curb cuts and an accessible route from parking to the venue entrance.

b. The venue has ground-level entry, ramped access, and/or elevators.

c. The venue has integrated and dispersed wheelchair seating in assembly areas with companion seating.

d. The venue has signage at inaccessible entrances with directions to accessible entrances.

e. The venue has a wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing.

f. The venue has accessible emergency exits and audio/visual emergency alarms.

If you answered "not applicable" or "no" to one of the statements above, please explain. (200-word limit)

Streaming Online Accessibility (dropdown menu)

a. Real-time captioning will be provided for persons who are deaf or hard of hearing

b. Automatic captioning or subtitles will be provided and synced up in post-production for later streaming.

c. Real-time American Sign Language interpretation will be provided on screen.

d. Real-time audio or visual description will be provided.

e. Images will include alternative text tags for people who are blind or have low vision that use screen-reading software.

f. Screen reader support will be available.

If you answered "not applicable" or "no" to one of the statements above, please explain. (200-word limit)

32. What are the intended project outcomes for the applicant? (select all that apply)

33. Are there potential risks to military-connected participants in implementing the project? (dropdown menu)
If you answered "yes", describe those risks and how the applicant intends to mitigate or manage them. (500-word limit)

34. How will the applicant gauge the success of the Project?

III. PARTICIPANT INFORMATION

35. Approximately how many participants will your project serve? (enter a number)

36. Who are the intended participants in the project? (select all that apply)

37. What are the intended project outcomes for the participants? (select all that apply)

38. Why were these participants selected and what, if any, need does this

project address on their behalf? (500-word limit)

39. How will these participants be recruited to participate in the project? (500-word limit)

IV. PARTNER INFORMATION

40. Will the project involve at least one organizational Partner? (dropdown menu)

If you answered "yes", partner organization Information required as follows in A-K.

41. Will the project involve at least one partnering individual? (dropdown menu)

If you answered "yes", partner individual Information required as follows in L-V.

PARTNER: ORGANIZATION INFO

A. Partner Organization Legal Name

Organization's business name as it appears on its Federal Employer Identification document.

Is this partner organization known by a name other than its legal name?
   o If you answered "yes", what is the partner organization's other name?

B. Partner Organization Address and Contact Information (address, phone, email, website address, social media outlets)

Partner Organization Mailing Address, if different from street address.

C. Choose the category that best describes this partner's legal status. (dropdown menu)

D. Choose the institution category that best describes this partner (dropdown menu)

E. Partner Organization Mission Statement

F. Does this partner have a history of creative/artistic endeavors? (dropdown menu)

If you answered "yes", describe those programs.

G. Does this partner have a history of implementing programs with/for the military community? (dropdown menu)

If yes, describe those programs.

H. What is the status of this partnership at the time of application? (dropdown menu)

I. What is the nature of this partnership? How will the partner advance or support

the project?

J. Letter of support for the project from this partner (upload PDF or Microsoft

word document)

K. What are the intended project outcomes for this partner? (select all that apply)

PARTNER: INDIVIDUAL INFO

L. Partner Legal Name

Partner's name as it appears on their social security documentation. Identification document.

Is this partner known by a name other than its legal name?

If yes, what is this partner's other name?

M. Partner Contact Information (address, phone, email, website address, social media outlets)

Partner mailing address, if different from street address

N. Choose the category that best describes this partner. (individual artist/individual non-artist)

If you choose "individual artist", include the Artist Mission Statement.

O. Does this Partner have a history of creative/artistic endeavors in the last three to five years?

If yes, describe those programs. (500-word limit)

P. Does this Partner have a history of implementing programs with/for the military community in the last three to five years?

If yes, describe those programs. (500-word limit)

Q. What is the status of this partnership at the time of application? (dropdown menu)

R. What is the nature of this partnership? How will the partner advance or support the project?

S. Letter of support for the project from this partner (upload PDF or Microsoft word document)

T. Partner Resumé (upload PDF or Microsoft word document)

U. Artist Work Sample Summary Document (upload PDF or Microsoft word document)

Include the title of the art work, website address, and other context including the date created or performed, and when applicable, the names of the artists involved or medium and dimensions of the work.

V. What are the intended project outcomes for this partner? (select all that apply)

V. PROJECT BUDGET

EXPENSES

42. What amount of the project budget will be spent on applicant organization salaries/wages?

43. What amount of the project budget will be spent on artist/contractual personnel not employed by the applicant organization?
44. What amount of the project budget will be spent on other direct costs such as equipment or services?
45. Total Project Expenses
46. Comments regarding Expenses

INCOME

47. What is the amount of Creative Forces Grant funds being requested?
48. What amount of the project budget income will come from grant requests made to entities in the applicant's local area?
49. What amount of the project budget income will come from grant requests from state agencies?
50. What amount of the project budget income will come from grant requests made to national foundations?
51. What amount of the project budget income will come from grant requests from Federal agencies? (Cannot include NEA funds)
52. What amount of the project budget income will come from the applicant organization's cash reserves?
53. What amount of the project budget income will come from corporate or other sponsorships?
54. What amount of the project budget income will come from ticket sales or participation fees?
55. What amount of the project budget income will come from merchandise sales?
56. What amount of the project budget income will come from donations from individuals?
57. What amount of the project budget income will come from in-kind contributions from the applicant organization or a partner organization?
58. Total Anticipated Project Income
59. Comments regarding Income

VI. Additional Document Uploads

60. Project Timeline (upload PDF or Microsoft word document)
    The timeline should include milestones or significant events associated with the project.
61. Other Artist or Personnel Resumé (upload PDF or Microsoft word document)
    This includes artists or personnel that are employed by the applicant or

partners as staff who will be actively engaged in the project, but not listed above as a partner in the project.
62. Project Budget (upload PDF or Microsoft word document)
63. Additional Support Documents (upload PDF or Microsoft word document) These support documents can include, but are not limited to contracts, rental agreements, letters of agreement or letters of support, or work samples pertaining to the project.

Attachment A - Subgrant Tiers

	Emerging	Advanced
Funding Amount	Up to $10,000	$10,000–$25,000 for 1 year, up to $50,000 for 2 years
Grant Length	1 year	1–2 years
Types of Funded Activities*:	Design and or implement a non-clinical arts engagement project that pursues at least one of the following: • Identify needs and target outcomes for local military connected community • Establish partnerships • Establish referral/recommendation process (if applicable) • Build understanding of military culture • Build community and military understanding of the value of arts engagement • Build organizational capacity for effective implementation	Implement a new or expand on an established non-clinical arts engagement project that includes the following: • Utilizes locally relevant outreach and recruitment for participants • Incorporates military cultural competency • Demonstrates an understanding of the value of arts engagement for military connected individuals • Strengthen/add partnerships • Expand reach or depth of engagement

	• Plan for post-grant sustainability of project (as applicable) • Implement non-clinical engagement program in creative arts	
Technical Assistance Activities**	• Create logic model • Create locally responsive plan • Data Collection	• Create and refine logic model • Develop evaluation plan focused on performance measurement • Conducting process evaluation for continuous process improvement • Outcomes Measurement, excluding the measurement of individual-level outcomes
Outputs of Technical Assistance***	1. Logic Model 2. Implementation Plan (based on needs and target outcomes for local military connection population) 3. Communications Plan	1. Evaluation Plan 2. Revised logic model and evaluation plan incorporating adaptations and lessons learned

* Projects must include at least one of the activities listed, but not be required or expected to complete all the activities.

** Anticipated Technical assistance activities. Activities subject to change.

***Outputs of Technical Assistance would primarily be for use by the grantee and not necessarily a required deliverable submitted to M-AAA and the NEA.

Questions or concerns about the Creative Forces Community Grant Program?
Technical Difficulties?
Contact M-AAA staff at creativeforces@maaa.org.