



Application Checklist

Step 1: Read Guidelines and Application Instructions

Full guidelines can be found at <http://www.artsmidwest.org/programs/neabigread/guidelines>

- Verify your eligibility
- Print and review the guidelines thoroughly making special note of program requirements, selection criteria, and application timeline

Step 2: Complete the Intent to Apply form

- <https://cloud4good.tfaforms.net/386057> - this step will give you access to the online community where you'll be able to access the application and other resources for applicants

Step 3: Complete required registrations

- Register for a DUNS number (if your organization does not have a DUNS number already)
 - o <http://fedgov.dnb.com/webform>
- Register/Renew with the System for Awards Management (SAM.gov)
 - o Renewing? Use this guide: https://www.sam.gov/sam/transcript/Quick_Guide_for_Updating_or_Renewing_CCR-SAM_Registrations.pdf
 - o Registering? Use this guide: https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf
 - o Get free specialized assistance by contacting your local PTAC (<http://www.aptac-us.org/>)

Step 4: Prepare Big Read application (available by logging into the online community and visiting your Sept19-June20 case)

You will be able to save and return to your application, it must be completed and submitted by only one person from your organization. You can use the [offline application template](#) if you wish. Refer to the [guidelines](#) for further detail on the sections below.

- Part one: General information
(Write/paste text into text boxes on application webform. Rich text formatting not allowed.)
 - Organization information
 - Proof of federal tax exemption
 - Grant details: request amount, book choice, community/book choice/outcome statements
- Part two (Write/paste text into text boxes on application webform. Rich text formatting not allowed.)
 - Programming description (6,000 character count which includes spaces)
 - Partnerships description (4,000 character count which includes spaces)
 - (Upload)* Two letters of support from partners (PDF format)
 - Promotional description (2,000 character count which includes spaces)
 - Organization description and experience (4,000 character count which includes spaces)
 - Organizer biographies (2,000 character count which includes spaces)
 - (Upload)* Proposal budget (use provided form)

*Excess pages, items not listed in the guidelines, or alternate formats are not acceptable.

Complete and submit an application by January 24, 2019. Once you have submitted your application, you will receive a confirmation email. A copy of your application will be sent once it has been processed by Arts Midwest staff.

Resources

- Check out our [application advice webpage](#).
- Contact Arts Midwest staff with any questions: neabigread@artsmidwest.org; 612.238.8010