



Application Checklist

Step 1: Read Guidelines and Application Instructions

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

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

Step 2: 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 3: Prepare Big Read application

You will not be able to save and return to your application, it must be completed and submitted in one session. We suggest that you gather your data and prepare your responses in another application (Microsoft Word, Google Doc, etc.) before you begin your application.

- Part one (Write/paste text into text boxes on application webform. Rich text formatting not allowed.)
 - Organization information
 - Contact information
 - Proof of federal tax exemption **
- Part two (Write/paste text into text boxes on application webform. Rich text formatting not allowed.)
 - Program information
 - Project description (4,000 character count which includes spaces)
 - Partnerships description (4,000 character count which includes spaces)
 - Promotional description (4,000 character count which includes spaces)
 - Organization description and experience (4,000 character count which includes spaces)
 - Organizer biographies (4,000 character count which includes spaces)
- Part three (Uploads)*
 - Proposal budget (use provided form)
 - Two letters of support from partners (PDF format)

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

**Not required if applicant has received an NEA Big Read grant in the past.

Complete and submit an application by 4:00p.m. CST on January 26, 2017.

Resources

- Review [NEA Big Read planning resources](#), [Pinterest account](#).
- Contact Arts Midwest staff with any questions: neabigread@artsmidwest.org; 612.238.8010