

# ASSISTANCE FOR ARTS EDUCATION (AAE) PRE-APPLICATION MEETING

U.S. Department of Education  
Office of Elementary and Secondary Education  
Office of Well-Rounded Education Programs  
February 1, 2021



Thank you for joining us.  
The presentation will begin shortly.

Please mute your phone lines before the meeting  
begins.

You may mute your phones by pressing \*6.

# WHERE TO FIND ASSISTANCE

A copy of the pre-application slides will be posted on all AAE program websites:

Please email [AssistanceforArtsEducation@ed.gov](mailto:AssistanceforArtsEducation@ed.gov) with any questions or to request a copy of the slides used in this presentation.

# INTRODUCTIONS

## Office of Well-Rounded Education (OWRE)

- ❖ Bonnie Carter, Group Leader, AAE
- ❖ Asheley McBride, Program Officer, AAE
- ❖ Sharon Burton, Program Officer, AAE
- ❖ Veronica Edwards, Program Officer, AAE
- ❖ Michelle Georgia, Acting Director, OWRE
- ❖ Amy Lustig, Program Attorney

# QUESTIONS

- Time has been budgeted for Q&A. Participants should submit their questions via the chat function.
- Please only submit questions relevant to the topic being addressed by the presenter.
- Due to time constraints, we may not be able to answer all questions received.
- If your question is not addressed, you can submit it to: [AssistanceforArtsEducation@ed.gov](mailto:AssistanceforArtsEducation@ed.gov).

# QUESTIONS

## What We Can Address

- Content of the AAE Notice Inviting Applications
- Timeline of the competition
- Application process

## What We Cannot Address

- Questions about the eligibility of a specific entity
- Questions about the competitiveness of a specific entity or project design
- Substantive explanation of the rationale behind inclusion or exclusion of specific items in the AAE application beyond what is in the *Federal Register*

# PRESENTATION AGENDA

1. Legislation and Program Purpose
2. Program Updates for 2021
3. Eligibility
4. Application and Program Requirements
5. Priorities - Competitive and Invitational
7. Selection Criteria
8. Budget
9. Application Submission

# PROGRAM LEGISLATION AND PURPOSE

- This program is authorized by Title IV, Part F, Subpart 4 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).
- The AAE program promotes arts education for students, including disadvantaged students and students who are children with disabilities, through activities such as (a) professional development for arts educators, teachers, and principals; (b) development and dissemination of accessible instructional materials and arts-based educational programming, including online resources, in multiple arts disciplines; and (c) community and national outreach activities that strengthen and expand partnerships among schools, local educational agencies (LEAs), communities, or centers for the arts, including national centers for the arts.

# UPDATES FOR FY 2021

- One comprehensive grant program – 84.351A
- Increased project period - Up to 60 months (5 years)
- No minimum/maximum funding amounts – Based on size, scope and need
- Eligibility requirements and necessary documentation
  - poverty data required only for applicants that are LEA(s)
  - non-profits status required
- Program requirements
- New priorities

# AAE APPLICANT ELIGIBILITY

Eligible applicants for this program must be one of the following:

- 1) An LEA in which 20 percent or more of the students served by the local educational agency are from families with an income below the poverty line;
- 2) A consortium of such LEAs;
- 3) An SEA;
- 4) An IHE;
- 5) A museum or cultural institution;
- 6) The Bureau of Indian Education;
- 7) An eligible national nonprofit organization; or
- 8) Another private agency, institution, or organization.

# AAE APPLICANT ELIGIBILITY

## Non-Profit Organizations

Nonprofit organizations must demonstrate status by providing the following documentation:

- (1) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- (2) A statement from a State taxing body or the State attorney general certifying that the organization is a nonprofit organization operating within the State and that no part of its net earnings may lawfully benefit any private shareholder or individual;
- (3) A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
- (4) Any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

# **APPLICATION REQUIREMENT**

Applicants that are LEAs must provide, in the application, data from the most recent U.S. Census as evidence that the LEAs meet the statutory requirement that 20 percent or more of the students served by the LEA (or for each LEA within a consortium of LEAs) are from families with an income below the Federal poverty line.

# APPLICATION REQUIREMENT, CONT.

- Provide the most recent data from the census website for all applicable LEAs as evidence that the LEA(s) applying for the AAE grant meet the statutory requirement that to be an eligible LEA, 20% or more of families served by the LEA must be from families below the poverty line.
- Please include calculations with your data. For example: “estimated number of relevant children 5 to 17 years old in poverty who are related to the householder” DIVIDED by “estimated population aged 5-17”.
- For LEAs that do not SAIPE data available and are not located on the census website, such as Charter Schools, provide a letter from the State educational agency (SEA) certifying that 20 percent or more of the students aged 5-17 in the LEA are from families with incomes below the poverty line based on the same State-derived poverty data the SEA used to determine the LEA’s allocation under part A of title I of the ESEA.
- Census website: <https://www.census.gov/data/datasets/2019/demo/saipe/2019-school-districts.html>

# PROGRAM REQUIREMENTS

Projects funded under this program must include—

- (1) Professional development for arts educators, teachers, and principals;
- (2) Development and dissemination of accessible instructional materials and arts-based educational programming, including online resources, in multiple arts disciplines; and
- (3) Community and national outreach activities that strengthen and expand partnerships among schools, LEAs, communities, or centers for the arts, including national centers for the arts.

# COMPETITIVE PREFERENCE PRIORITIES

## COMPETITIVE PREFERENCE PRIORITY 1— APPLICATIONS FROM NEW POTENTIAL GRANTEES (0 OR 5 POINTS)

Under this priority, an applicant must demonstrate the following:

- (a) The applicant has not had an active discretionary grant under the program from which it seeks funds, including through membership in a group application submitted in accordance with 34 CFR 75.127 through 75.129, in the five years before the deadline date for submission of applications under the program
- (b) For the purpose of this priority, a grant or contract is active until the end of the grant's or contract's project or funding period, including any extensions of those periods that extend the grantee's or contractor's authority to obligate funds.

Note: For purposes of this priority, “the program” includes the AENP, AAEDD, and PDAE programs because they are all authorized under AAE.

**COMPETITIVE PREFERENCE PRIORITY 2—  
APPLICANTS THAT ARE NATIONAL NONPROFIT  
ORGANIZATIONS (0 OR 5 POINTS)**

Under this priority, the Secretary gives priority to eligible entities that are eligible National Nonprofit Organizations. The term “eligible National Nonprofit Organization” means an organization of national scope that—

- (a) Is supported by staff, which may include volunteers, or affiliates at the State and local levels; and
- (b) Demonstrates effectiveness or high-quality plans for addressing arts education activities for disadvantaged students or students who are children with disabilities.

# INVITATIONAL PRIORITY

## *Art Therapy*

Under this priority, an applicant must describe how it will include art therapy in their project to improve cognitive and sensory-motor functions, foster self esteem and self-awareness, cultivate emotional resilience, promote insight, enhance social skills, or reduce and resolve conflicts and distress.

# Q&A

Please submit questions via the chat box.

# SELECTION CRITERIA

- Quality of the Project Design
- Quality of Project Services
- Quality of Project Personnel
- Quality of the Management Plan
- Quality of the Project Evaluation

# QUALITY OF PROJECT DESIGN (UP TO 30 POINTS)

In determining the quality of the design of the proposed project, the Secretary considers the following factors:

- (1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- (2) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

# QUALITY OF PROJECT DESIGN (CONT.)

- (3) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replication of project activities or strategies, including information about the effectiveness of the approach or strategies employed by the project.
- (4) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.
- (5) The extent to which the proposed project demonstrates a rationale (as defined in 34 CFR 77.1(c)).

# DEMONSTRATES A RATIONALE

**Demonstrates a rationale** means a key project component included in the project's logic model is informed by research or evaluation findings that suggest the project component is likely to improve relevant outcomes.

**Logic model** (also referred to as a theory of action) means a framework that identifies key project components of the proposed project (*i.e.*, the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the theoretical and operational relationships among the key project components and relevant outcomes.

# DEMONSTRATES A RATIONALE CONTD.

**Project component** means an activity, strategy, intervention, process, product, practice, or policy included in a project. Evidence may pertain to an individual project component or to a combination of project components (*e.g.*, training teachers on instructional practices for English learners and follow-on coaching for these teachers).

## QUALITY OF PROJECT SERVICES (UP TO 25 POINTS)

In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

In addition, the Secretary considers the following factors:

- (1) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.

## QUALITY OF PROJECT SERVICES (CONT.)

- (2) The likelihood that the services to be provided by the proposed project will lead to improvements in the achievement of students as measured against rigorous academic standards.
- (3) The likely impact of the services to be provided by the proposed project on the intended recipients of those services.
- (4) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

## **QUALITY OF PROJECT PERSONNEL (UP TO 10 POINTS)**

- In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- In addition, the Secretary considers the qualifications, including relevant training and experience, of key project personnel.

# QUALITY OF THE MANAGEMENT PLAN (UP TO 20 POINTS)

In determining the quality of the management plan for the proposed project, the Secretary considers:

- (1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (2) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.
- (3) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

## QUALITY OF THE MANAGEMENT PLAN (CONT.)

- (4) How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

# QUALITY OF THE PROJECT EVALUATION (UP TO 15 POINTS)

In determining the quality of the evaluation, the Secretary considers the following factors:

- (1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (2) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

# QUALITY OF THE PROJECT EVALUATION (CONT.)

(3) The extent to which the methods of evaluation will provide valid and reliable performance data on relevant outcomes.

Note: This selection factor for project evaluation relates only to performance measure (1) under the Performance Measures section of the Notice Inviting Applications

# GPRA PERFORMANCE MEASURES

- (1) The number of grantees that attain or exceed the targets for a majority of the outcome indicators for their projects;
- (2) The percentage of AAE participants (e.g., arts educators, teachers, principals, and other support staff) who complete 75 percent or more of the total hours of professional development offered; and
- (3) The number of accessible, arts-based instructional materials that are developed.

# **BUDGETS**

**These are discretionary grant awards with a project period of 60 months.**

**Budget for full 5-year period.**

# BUDGET INFORMATION IN APPLICATION

## 14. FUNDING PERIOD:

a. Start Date:



b. End Date:

## 15. ESTIMATED FUNDING:

a. Federal (\$):



b. Match (\$):

Federal Box: Estimated Funding amount for Federal dollars should reflect the full amount for the 5-year award period.

# BUDGET INFORMATION IN APPLICATION



**U.S. DEPARTMENT OF EDUCATION  
BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS**

OMB Control Number: 1894-0008  
Expiration Date: 08/31/2020

Name of Institution/Organization \_\_\_\_\_

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs *Enter Rate Applied _____						
11. Training Stipends						
12. Total Costs (lines 9-11)						

**\*Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

- (1) Do you have an Indirect Cost Rate Agreement approved by the Federal government?  Yes  No.
- (2) If yes, please provide the following information:  
 Period Covered by the Indirect Cost Rate Agreement: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ (mm/dd/yyyy)  
 Approving Federal agency: \_\_\_ED \_\_\_Other (please specify): \_\_\_ The Indirect Cost Rate is \_\_\_%
- (3) If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, Local government or Indian Tribe, and are not funded under a training rate program or a restricted rate program, do you want to use the de minimis rate of 10% of MTDC?  Yes  No. If yes, you must comply with the requirements of 2 CFR § 200.414(f).
- (4) If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages?  Yes  No. If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.
- (5) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that: \_\_\_ Is included in your approved Indirect Cost Rate Agreement? Or \_\_\_ Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is \_\_\_%
- (6) For Training Rate Programs (check one) -- Are you using a rate that: \_\_\_ Is based on the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4))? Or \_\_\_ Is included in your approved Indirect Cost Rate Agreement, because it is lower than the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4)).

# BUDGET NARRATIVE

- **Budget narrative:**
  - Personnel
  - Travel
  - Equipment/Supplies
  - Contractual
- **Restricted Indirect Costs:** You must use your restricted indirect cost rate because this program is subject to a supplanting prohibition.

# Q&A

Please submit questions via the chat box.

# APPLICATION SUBMISSION PROCESS

Review NIA and the Application Package

Register with Grants.gov

Application Deadline: March 16, 2021

Confirm submission & track application in  
Grants.gov

# GRANTS.GOV

**Grants.gov Contact  
Center:  
1-800-518-4726 or  
[support@grants.gov](mailto:support@grants.gov).**



# WHAT IS GRANTS.GOV?

- A Federal portal that allows users to electronically find, apply for and manage Federal Grant Opportunities
- This program requires the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice. Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.
- We will reject your application if you submit it in paper format unless, as described in the Federal Register notice for this competition, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

# GRANTS.GOV TIPS

- A Grants.gov applicant must apply online using Workspace, a shared environment where members of a grant team may simultaneously access and edit different web forms within an application. An applicant can create an individual Workspace for each application notice and establish for that application a collaborative application package that allows more than one person in the applicant's organization to work concurrently on an application.
- For access to further instructions on how to apply using Grants.gov, refer to: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).
- You may access the electronic grant applications at [www.Grants.gov](http://www.Grants.gov). You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.351 not 84.351A).

# GRANTS.GOV (CONT.)

- Applications Submitted Electronically
  - Applications for grants under this program must be submitted electronically using the Governmentwide Grants.gov Apply site at <http://www.Grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.
  - Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application deadline date. Except as otherwise noted in Federal Register notice for this competition, we will not consider your application if it is date and time stamped by the Grants.gov system later than 11:59:59 p.m., Eastern Time, on the application deadline date.
  - You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package to ensure that you submit your application in a timely manner to the Grants.gov system.

# GRANTS.GOV (CONT.)

- You must attach any narrative sections of your application as files in either .pdf (Portable Document Format) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we recommend applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
- Extensions apply only to technical problems with the Grants.gov system. We will not grant you an extension if you failed to fully register in order to submit your application to Grants.gov (including with the required DUNS number and TIN currently registered in SAM) before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

## **GRANTS.GOV (CONT.)**

- If electronic submission is not possible (e.g., you do not have access to the internet), you must provide a written statement that you intend to submit a paper application. Send your written statement no later than two weeks before the application deadline date (14 calendar days or, if the 14th calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday).

## GRANTS.GOV TIPS (CONT.)

- **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](http://www.sam.gov)) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html>  
[Note: Your organization will need to update its SAM registration annually.]

## GRANTS.GOV TIPS (CONT.)

- Primary information about SAM is available at [www.sam.gov](http://www.sam.gov) . However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at:  
<http://www2.ed.gov/fund/grant/apply/sam-faqs.html>
- **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

## GRANTS.GOV TIPS (CONT.)

- Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM . If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application
- VERIFY SUBMISSION IS OK –You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

## GRANTS.GOV TIPS (CONT.)

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

<http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>.

- For more detailed information on troubleshooting Adobe errors, you can review the Adobe Software Tip Sheet at:

<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

If you discover your application is late or has been rejected, please see the instructions below.

Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

# GRANTS.GOV TIPS (CONT.)

## Submission Problems – What should you do?

- If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: <mailto:support@grants.gov> or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>
- If electronic submission is required, you must submit an electronic application before 11:59:59 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (See the Federal Register notice for detailed instructions.)

## GRANTS.GOV TIPS (CONT.)

- Helpful Hints When Working with Grants.gov
- Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**
- Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link:  
<http://www.grants.gov/web/grants/applicants/applicant-faqs.html>

## GRANTS.GOV TIPS (CONT.)

- Helpful Hints When Working with Grants.gov
- Dial-Up Internet Connections
- When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.
- **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)**

# GRANTS.GOV TIPS (CONT.)

## Attaching Files – Additional Tips

- Ensure that you attach ***.PDF files only*** or Microsoft Word files for any attachments to your application, and any PDFs must be in a **read-only, flattened format** (meaning any fillable documents must be saved and submitted as non-fillable PDF files). PDF files and Microsoft Word files are the only Education approved file type accepted as detailed in the common instructions. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

# **GRANTS.GOV HELPFUL HINTS**

For additional information on the registration process please view the overview tutorial located on the Grants.gov website:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

**Grants.gov Contact Center:**

1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

# APPLICATION REVIEW PROCESS

Reviewers will read applications, prepare a written evaluation, and score the applications assigned to their panel, using the selection criteria.

OESE will prepare a rank order of applications based on the evaluation of their quality by the peer reviewers according to the selection criteria.

The Secretary will make final awards after considering the rank ordering and other information.

Applicants will receive notification of application status (successful, unsuccessful). Applicants will receive application scores and comments.

# FINAL Q&A

Please submit questions via the chat box.

# CONTACT US

For more information, please visit one of the AAE websites:

<https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/well-rounded-education-programs/arts-in-education-national-program/>;

<https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/well-rounded-education-programs/arts-in-education-model-development-and-dissemination-grants-program/>; and

<https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/well-rounded-education-programs/arts-in-education-professional-development-for-arts-educators/>.

For additional questions, please direct them to the AAE email:

[AssistanceforArtsEducation@ed.gov](mailto:AssistanceforArtsEducation@ed.gov)