

The following is a list of standard attachments for proposal submissions. The proposal should be arranged in the following order.

1. Table of Contents that lists application contents and attachments;
2. Completed and signed SF-424, SF-424A and SF424B, as directed on [www.grantsolutions.gov](http://www.grantsolutions.gov) and [www.grants.gov](http://www.grants.gov). The Certifications and Assurances that your organization is agreeing to in signing the 424 are available at [www.statebuy.state.gov](http://www.statebuy.state.gov);
3. If your organization engages in lobbying activities, a Disclosure of Lobbying Activities (SF-LLL) form is required;
4. Abstract/Executive Summary. The abstract is limited to 300 words in length. It must provide a summary of the project, proposed activities, and expected results.
5. Narrative/Project Goals/Implementation Plan: (Not to exceed eight pages, MS Word) The applicant must specify the goals and objectives of the project. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured via performance indicators. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Submit a description of the proposed exhibition on single-spaced, single-sided pages. Prepare as follows: on the first page, centered at the top of the page, and in caps include the following:

- NAME OF ARTIST(S)
- NAME OF CURATOR(S)
- NAME OF APPLICANT ORGANIZATION

Continue on the same page with a narrative, numbering each section as indicated:

- (1) A discussion of why the proposed artist/exhibition should represent the U.S. at this particular event at this time.
  - (2) The curatorial vision for the works to be presented or commissioned. If the artist plans to develop new work or create an installation specifically for the event,
    - describe the artist's intentions and approach to the project;
    - outline how he/she intends to realize the project;
    - provide a rough production schedule.
  - (3) An explanation of exhibition-related outreach activities to engage the public, especially diverse audiences (e.g., youth, women, and underserved communities), to broaden the impact of the exhibition.**
6. Summary Budget in USD, using the format shown below in VII. A;
  7. Detailed Budget in USD in spreadsheet format, using the format shown in VII.B, which includes three (3) columns including ECA request, any cost sharing contribution, and total budget;
  8. Budget Narrative (not to exceed 6 pages – VII.C) that includes an explanation for each line item in the spreadsheet, as well as the source and description of all cost share

offered;

9. If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a PDF file;
10. A PDF file copy of your organization's most recent A-133 audit, if applicable. If not, please include a copy of your most recent in-house audit, if available;
11. Resumes, Organizational Capacity (MS Word)
  - (a) Resumes/CVs: Provide biographical summaries of no more than one page each of the curator(s), designers(s), and all other key personnel involved in the project.
  - (b) Organizational Capability: Applications must include a clear description of the organization's management structure, and previous experience with curating major design art exhibitions. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project. Proposals should include a robust media and outreach strategy that describes the organization's capabilities in this regard.
12. Work Sample(s); Work sample Sheet
  - (a) Work Sample(s): Submit up to 20 images in a single PDF file, with one image on each page including the following information: artist name, medium, date of work/activity, dimensions, description of how the image relates to the project. Image size should be consistent; 800 x 600 pixels are suggested.
  - (b) Provide a maximum of 3 schematic design images of the U.S. Pavilion exhibition space to demonstrate the installation of the proposed exhibition.
  - (c) Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel's review of your work. The National Endowment for the Arts (NEA) may copy or digitally convert work samples to facilitate panel review. By submitting a work sample, you are giving NEA permission for reproduction and dissemination for this purpose.
13. First Time Applicant Attachments, if applicable.