

## **Frequently Asked Questions/Tips for Partnership Agreements**

### **Payment**

#### **1. The award letter came where is my money?**

Funds are not automatically released; a Payment Request must be submitted. The form is available on our website, [www.arts.gov/manageaward/index](http://www.arts.gov/manageaward/index). Instructions for completing the form are there too. Grantees must submitted a Payment Request. Read the Payment Request Instructions first then, if you still have questions, contact the Grants & Contract Office. You must include bank account information because payments are sent through the automated clearing house payment system (ACH).

#### **2. When will we get our award funds?**

After you fax your signed payment request form to the Grants & Contracts Office, you should allow up to 6 weeks for receipt of funds. If a progress report is not required and the form is completed correctly, you can often expect payment within 4 weeks.

#### **3. How will we know when our money has been transferred to our bank?**

You can track receipt and processing of your payment request form online at [www.arts.gov/mygrant](http://www.arts.gov/mygrant). You may expect payment no later than 20 days after the "date approved."

You can call your bank and ask whether the bank has received an ACH (automated clearinghouse) payment to your account. If you use any other terminology, the bank may not be able to give you the information you want.

#### **4. I submitted a Payment Request and see it as received in the table in Box 2 on the My Grant page but the amount is not listed. Why?**

The amount in the table does not appear until the review is completed and the "Date Approved" is entered into the database by the Grants & Contracts Office.

#### **5. Do we have to raise the matching funds before we can request payment?**

You may spend our money first! You may request reimbursement for money spent on the project after the start date of the period of support. You may also request an advance for expenses to be incurred within 30 days from the date you sign the payment request form.

**Subgrants**

**6. Our subgrantees have not completed all of their project activity and will not be able to submit their final reports within the period of support specified on our award letter. What should we do?**

You must request a time extension on your period of support (not a final report due date extension). Subgrantee activity, including the submission of final reports, is considered part of the overall partnership agreement activity. All grant activity, including the subgrant, must take place within the period of support. When requesting a time amendment remember to allow yourself time to receive the subgrantee's final reports and prepare your own final reports. Please remember: As a condition of the grant extension on your NEA Partnership Agreement grant you must submit an interim descriptive report at the time the original final descriptive report (FDR) would have been due.

**7. One of our subgrantees returned their award (designated as NEA money) at the end of our period of support. Can we just add those returned funds to our next year's Partnership Agreement monies?**

NO. You may return that money to the Arts Endowment and close out your award, or you must keep your books open until that money can be reissued for a project associated with that year's particular Partnership Agreement. If you choose to keep your books open and issue a new subgrant, you must request a time extension from us. See number 6 above, the amendment section below, and the [General Terms](#).

**8. What Federal requirements flow down to our subgrantees?**

If a subgrant was identified as being funded with NEA money, flow down of Federal requirements depends upon the type of organization receiving the subgrant.

Remember: You should inform subgrantees that they are receiving Federal funds from the National Endowment for the Arts, and that they must comply with these mandates. Provide them with your Federal award number and the CFDA number. You should also inform your subgrantees that there may be no overlapping project costs between two or more Federal awards (direct or indirect). For more information please refer to the [General Terms](#).

If this type of organization receives a subaward...	...then these Cost Principle apply,	...and these Administrative Requirements:
College or University	OMB Circular A-21 [2 CFR 220]	A-110 [2 CFR 215]
Nonprofit organization	OMB Circular A-122 [2 CFR 230]	A-110 [2 CFR 215]
State, Local, or Indian Tribal Government	OMB Circular A-87 [2 CFR 225]	A-102 [45 CFR 1157]

## **Amendments**

### **9. We want to make changes to our project. What do we need to do?**

All requests for changes, such as a time extension or project scope change, must be submitted by an authorizing official in writing to the Grants & Contracts Office before implementation. Sending requests to any office other than Grants & Contracts will only slow the process down. No other Arts Endowment office has the authority to approve and issue any changes. For more specific information on what to submit, see the [General Terms](#). It can take up to 6 weeks to receive a response regarding a request.

## **Matching Funds**

### **10. Can other Federal funds be used as match for our Partnership grant?**

No. Matching contributions must come from non-Federal sources.

### **11. What happens if we have a change in the source of matching funds?**

Once the grant has been awarded you may make changes to the source of your matching funds as long as you continue to meet the required minimum match from non-Federal sources and the source of the funds are allowable. Remember, all match must be met during the period of support.

### **12. What documentation must be kept for the expenditure of Federal or matching grant funds?**

You must retain as much detailed information as possible to explain the expenditures on a grant (e.g., cancelled checks, receipts, procurement requests, invoices, contracts, bank statements, credit card statements, etc.). Only verifiable costs can be claimed and you, the grantee, bear the responsibility of documenting the allowability of all costs claimed. In the event of an audit, you will be required to produce supporting documentation of all allocable and allowable costs claimed. Without proper documentation funds may have to be returned to the Arts Endowment.

### **13. What are in-kind contributions? Is there a "cap" or percentage limit for in-kind contributions as matching funds?**

In-kind contributions can be donated space, supplies, volunteer services. In-kind contributions are goods and services that are donated to the project by individuals or organizations *other than* the applicant (see below). To qualify as matching resources, these items also must be listed in the project budget as direct costs. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value.

There is no formula for how much of the required match can be in-kind.

Remember, in-kind contributions are provided by a third party not your organization. Many applicants mistakenly designate as in-kind contributions items that are actually cash contributions. For example, applicants often list their own contributions to the project (such as supplies, rent, and staff salaries) as in-kind. Generally, these items are considered cash donations. They do not qualify as in-kind because they are being "contributed" by the applicant, and not a third party. For an applicant's staff salary on a project to qualify as in-kind, an employee would have to donate his or her time beyond the regularly compensated work schedule.

Remember, if you use donated space, supplies, and/or volunteer services (i.e., in-kind contributions) as part of your match, you need to maintain proper documentation. For help in doing this, see [our sample format](#) for recording in-kind (third party) contributions in the [General Terms](#).

#### **14. What are the regulations on in-kind costs?**

See OMB Circular A-102 [2 CFR 230] for States, Locals, and Tribal Governments.

### **Allowable & Unallowable Costs**

#### **15. We paid an artist retainer prior to our project period start date. The artist is integral to the funded project. Can we claim that expense?**

NO. Pre-award costs are unallowable. Many organizations contract artists well in advance of the period of support in order to ensure availability. Those pre-award costs cannot be included in your application budget or claimed on your payment request form or federal financial report.

#### **16. May international artists be included in our project budget?**

Yes, as long as those artists were pre-approved and costs related to their compensation and travel are in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Asset Control (see <http://www.treas.gov/offices/enforcement/ofac/>).

A request to change artists must follow the Agency's procedures for a scope amendment as outlined in the [General Terms](#).

**17. If an item of cost is unallowable for Federal funds , may we still include it in the budget but cover it with matching funds?**

NO. If it is an unallowable cost for Federal funds, it is also an unallowable cost for matching funds.

**General**

**18. Who owns the equipment purchased (with prior approval) with NEA grant funds?**

The grantee organization.

**19. Why did I receive a letter informing me that I was delinquent on submitting the final reports when we sent them last week?**

The letter and reports may have crossed in the mail. Please note the date on the delinquent letter. To verify receipt of your final reports, go to [www.arts.gov/mygrant](http://www.arts.gov/mygrant) and enter your 10-digit grant number. Item 3 display when your final reports are due and whether they have been logged into our database.

**20. The Final Descriptive Report form requests information about the "Arts Endowment outcome" addressed. What "outcome" is relevant to my project?**

You can see the outcome you selected when you submitted your application at [www.arts.gov/mygrant](http://www.arts.gov/mygrant). Just enter your 10-digit grant number.

**21. What is the Catalogue of Federal Domestic Assistance (CFDA) number for my award?**

45.025 - Partnership

However CFDA numbers are visible for all awards at [www.arts.gov/mygrant](http://www.arts.gov/mygrant), in the [General Terms](#), and on your award letter.

**Accessibility**

Go to <http://www.arts.gov/resources/Accessibility/index.htm> for assistance on questions regarding accessibility.

**22. Does our project need to be accessible?**

Yes, all projects funded by the Arts Endowment must comply with Section 504 and the American with Disability Act. The Office for AccessAbility has many resources to help you meet these requirements. Go to <http://www.arts.gov/resources/Accessibility/index.html>.

**23. Our grant supports publication of books. What do we need to do for publications?**

Publications funded by the NEA must be made accessible to people who are blind or have low vision through accessible electronic versions, CDs or other recordings, Braille or readers, and/or large print versions, upon request.

**24. Do all our performances, lectures, readings, workshops have to be signed interpreted?**

You must offer, advertise, and provide at least one presentation of each production or event in sign language or oral interpretation.

**25. Our group does not own the theaters/venues where we perform and/or tour. We don't need to worry about access accommodations do we?**

Facilities that do not comply with the ADA cannot be legally used for public programs. It is your responsibility to work with the owners to encourage and assist compliance with the law. If the facility is not accessible, you should hold your activities in another accessible location, such as an accessible first floor, or temporarily relocate your activities to an accessible space. People with disabilities should have equal access to a project or programming as people without disabilities, for example, a performance in an inaccessible venue must also be offered at least once in a fully accessible venue

**26. What is the Section 504 self-evaluation and do we have to do it?**

Section 504 self-evaluation is required of all grantees to meet the terms of the federal award. All grantees must keep this assessment up to date. For each federal award, review your Section 504 self-evaluation to ensure that it still valid. The lack of a Section 504 self-evaluation is one of the most common findings referenced by our Inspector General when conducting an audit review. The Arts Endowment has developed a *504 Self Evaluation Workbook* (which covers programs, activities and facilities) that you may use to determine if you are in compliance with 504 requirements. If you have not previously conducted this self-evaluation or wish to update the results of previously conducted evaluations, you may obtain the *Workbook* on the NEA's AccessAbility Office's web page:

<http://www.arts.gov/about/504Workbook.html>.

**Registration in Grants.gov, CCR, and DUNS**

**27. What are these and why do I have to be registered?**

The government is increasingly using various online databases to share and validate information related to Federal grants and contracts. Because these systems pull information

from one another, their successful interaction depends on constituents' ongoing maintenance of the data in each account.

Grants.gov is the system used for initial application submission. Prior to applying, and throughout the life of an award, recipients must also maintain active registration in the Central Contractor Registration (CCR) and have a valid DUNS number. For more information on how these systems interact, and how to register or check on your registration status, see **An Overview of Grants.gov/CCR/DUNS**.

**28. I can't remember my Grants.gov/CCR/DUNS password. Can you reset it for me?**

NEA staff do not have access to these systems. If you need your password reset or have another technical problem, please call the respective help desk personnel. *For Grants.gov help, contact [support@grants.gov](mailto:support@grants.gov) or call 800-518-4726. For CCR help, visit the [Federal Service Desk](#) at [www.fsd.gov](http://www.fsd.gov) or call 866-606-8220. For DUNS help, call 866-705-5711.*

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