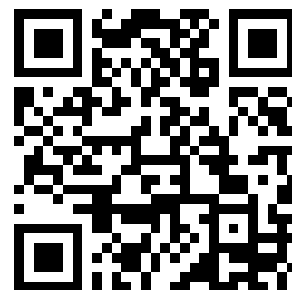

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**National
Endowment
for the Arts**



**Application
Guidelines
Fiscal Year
1986**

**Architecture
Landscape Architecture
Urban Design and
Planning
Interior Design
Industrial Design
Graphic Design
Fashion Design**

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no. 86
1985/86

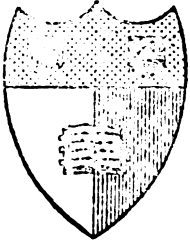
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Design Arts

86

Application Calendar

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Grant Categories	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Design Demonstration	May 15, 1985 Dec. 10, 1985	Nov. 1985 May 1986	Dec. 2, 1985 June 2, 1986
Design Communication	May 15, 1985 Dec. 10, 1985	Nov. 1985 May 1986	Dec. 2, 1985 June 2, 1986
Design Exploration/ Research	Oct. 10, 1985 April 10, 1986	Feb. 1986 Aug. 1986	March 1, 1986 Sept. 1, 1986
Design Fellowships (all sub-categories)	Sept. 10, 1985 March 10, 1986	Feb. 1986 Aug. 1986	March 1, 1986 Sept. 1, 1986

NOTE: Nominations for Distinguished Designer Sabbatical Fellowships must be postmarked no later than July 1, 1985 for submission of an application by the September 10, 1985 deadline, or January 2, 1986 for submission of an application by the March 10, 1986 deadline.

Completed applications, including all required supplementary materials, must be postmarked by the deadline dates. Letters of intent are not acceptable as substitutes for formal applications. Applicants may apply more than once and in more than one category. It is unlikely, however, that more than one grant award will be made to an applicant within a 12-month period.

Late applications will not be considered. Incomplete applications will be jeopardized in the review process.

NOTE: The supply of guidelines is very limited. This booklet contains one copy of Organization Grant Application Form NEA-3 and one copy of Individual Grant Application Form NEA-2. If you plan to submit more than one application to the Design Arts Program this year, you should keep the appropriate blank form. Each application package must contain three clear copies of your completed application form; at least one of these must have original signatures. Please do not request additional copies of this booklet.

Design Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

February 1985

Preface



Statement of Mission National Endowment for the Arts

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementating its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

2 **Statement of Mission
National Endowment for the Arts,
continued**

Fine Art

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1985/86

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefitting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
V/TTY 202/682-5496

Visually impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

National Library Service for the Blind
Library of Congress
1291 Taylor Street, N.W.
Washington, D.C. 20542
202/287-5100

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specified Program's current guidelines) you wish to have recorded.

Table of Contents

Introduction	4
Eligibility, We Fund, and We Do Not Fund	4
Before You Begin	4
Application Review Process	5
Review Criteria	5
Design Areas of Special Interest	6
State Arts/Design Arts Program	7

Grants for Organizations	8
Design Demonstration	8
Design Exploration/Research	11
Design Communication	12

Application Information for Organizations	13
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Grants for Individuals	14
Distinguished Designer Sabbatical Fellowships	14
Individual Project Fellowships	15
Entering Professional Designer Project Fellowships	16

HOW TO PREPARE AN APPLICATION PACKAGE FOR ORGANIZATIONS AND INDIVIDUALS	16
A. How to Apply for Grants to Organizations	17
Instructions for Completing Organization Grant Application Form NEA-3 (Rev.)	18
Organization Grant Application Form NEA-3 (Rev.)	21
Assurance of Compliance Form for Organizations	25
B. How to Apply for Individual Fellowships	27
Individual Grant Application Form NEA-2 (Rev.)	29

Other Programs of Interest	31
----------------------------	----

Application Acknowledgment Card	Back Cover
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Introduction

The Design Arts Program of the National Endowment for the Arts promotes excellence in the design fields of architecture, landscape architecture, urban design and planning, interior design, industrial design, graphic design, and fashion design. This is done through grants for design projects which have the potential for producing results of exceptional merit.

Eligibility

- Professional designers.
- Other qualified individuals working on innovative design projects.
- Nonprofit, tax-exempt organizations including community or neighborhood organizations, arts groups and institutions, and colleges and universities.
- Local and state governments, or any branch of these governments.

Individual applicants must be United States citizens or permanent residents of the U.S.

Former grantees must have submitted required final reports for Fiscal Year 1982 and 1983 Design Arts grants in order to be eligible for subsequent funding.

We Fund

Design Demonstration

- Professional designers' fees and commissions for innovative conceptual and schematic design projects of demonstrable merit.
- Design feasibility studies.
- Design competitions.

Design Exploration/Research:

- Experimental, innovative projects or investigations.
- Projects which substantiate the benefits of excellent design.

Design Communication:

- Projects that inform professionals, decision makers, or the general public about noteworthy designs, design activities, or designers.
- These projects may include publications, audio-visual presentations, films, workshops, seminars.

Design Fellowships:

- Projects conducted by professional designers or other qualified individuals.
 - Sabbaticals for distinguished designers.
 - Projects that improve professional capabilities.
-

We Do Not Fund

- Major capital improvements and construction. (See "Other Programs of Interest/Challenge Grants," page 32.)
 - Debt reduction or elimination. (See "Challenge Grants," page 32.)
 - General operating costs.
 - College or university tuition.
-

Before You Begin

Look carefully at the grant categories in these guidelines to be sure that your project fits into one of them, that you meet the eligibility requirements, and that you can meet the application deadline.

If you decide to apply for a grant, study both the instructions on How to Prepare an Application Package beginning on page 16 and any special application requirements that may be part of the grant category that interests you. These instructions tell what supporting material you will need to send with your completed application form. Do not send any material separately. Include all materials in your application package. Completeness, neatness, and brevity are important factors in the evaluation of the overall application.

Late applications will be rejected. Incomplete applications will be jeopardized in the review process.

If you need help with your application, the Program staff will assist you. Write or telephone:

Design Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

Scope of Projects

The Design Arts Program welcomes applications with ideas for innovative projects and activities, as well as those seeking to strengthen existing projects. We discourage proposals for projects that can be sustained only with continued Endowment funding.

Continued Support

Applications are evaluated on their merits and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Project Location

Generally all projects supported by the Endowment must be performed within the fifty states, the District of Columbia, Puerto Rico, Guam, American Samoa, the Virgin Islands, or the Northern Marianas. Exceptions may be made if they can be justified in terms of benefits to the United States.

Final Reports

At the end of the grant period, the Endowment requires final reports from all grantees. Complete instructions for preparing the reports are sent to all grantees. While it is not required, we encourage all grantees to keep us informed about their work in progress and outgrowths of their work after filing the final reports.

Grantees who have not completed their projects but wish to apply for new grants must submit interim status reports along with their applications.

Grantees who have failed to submit required final reports for previous grants are not eligible for subsequent funding.

Acknowledgment of
Endowment Support

Grantees should credit the National Endowment for the Arts on announcements that refer to the project and on all work, such as published materials or films, that results from the grant.

Application Review Process

After the Design Arts Program staff has checked the applications for completeness, a Design Arts Panel, a rotating Committee of design experts, reviews them. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Please do not seek information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

If you are awarded a grant, you may request full or partial payment, depending on the nature and schedule of the activity. Details will accompany the grant award letter.

Review Criteria

The following are considered during the application review process:

- Quality of the project and its potential impact on the design fields.
 - Applicant's ability to carry out the project.
 - Qualifications of the design practitioners and others involved in the project.
 - Clarity of purpose and procedure.
 - Budget, schedule, and amount requested.
 - Indication that the proposed project can be sustained in the future without continued Endowment funding.
 - Organization, brevity, completeness, and presentation of the total application package, including support materials.
-

Each year, in response to needs expressed by the field, the Design Arts Program identifies certain issues or areas of interest to which it devotes particular attention. The purpose is to provide leadership in exploring new directions, by focusing attention upon the areas where the design fields face a special challenge or have an unusual opportunity to contribute to the quality of the built environment.

Applicants are encouraged to consider these special areas and, where appropriate, to respond with ideas for projects and activities. Note that these are not grant categories. Applicants should apply for funding through the grant categories described later in this book: Design Demonstration, Design Exploration/Research, Design Communication, or Design Fellowships.

Design Theory

Theory provides the conceptual frameworks for design, its practice, evaluation, and advancement. It provides for systematic inquiry about the basic tenets and underlying assumptions of design, as well as providing a basis for evaluating both the processes and products of design. Design theory provides perspective for thinking about design, as well as a conceptual basis for achieving excellence in design.

Design theory is an area the Design Arts Program wishes to encourage as a means for better understanding design and raising public and professional standards for quality. Especially in the fields of landscape architecture, interior design, industrial design, and graphic design, there is concern among designers that attention to the theoretical bases for design decisions is needed.

The processes for constructing design theory are diverse, with some more developed than others. The Program encourages exploration of new media for inquiry as well as the formulation of new questions or the reexamination of old ones. Design itself may be considered a medium of inquiry. Theoretical pursuits may take the form of experimental designs or the exploration of new design concepts. Design theory draws from the arts, sciences, and humanities in its methods, concepts, and values.

The concept of theory is incomplete without evaluation. New ideas need to be developed; they also need to be tested. The arena for evaluation extends to public as well as scholarly processes.

The Program's interest in design theory is an aspect of its concern for design excellence. Nurturing one may increase our knowledge of the other.

Places as Art

The design of public places is one of the society's most significant acts. Others know us by the places we design and inhabit and will judge our aspirations in part by the way we express them.

Contemporary public places often put aesthetic and cultural intentions in service of commercial goals. The balance between beauty and economics, social utility and cultural values is challenged. The results are that one city center looks like another; malls, waterfronts, parks and street corners seem formula-built, with one city seeking success by duplicating another city's successful project. In many places, shopping centers, highway strips, and chocolate chip emporia assume the role of cultural statement.

Certain questions then arise. Do our public places express the way we see ourselves or wish to be remembered? Do they capture our imagination and signal our aspirations? Can they be better than they are?

Designers, the public and their officials, artists, and developers are clear in their criticism of the present and their conviction that improvement is needed. These are issues the Design Arts Program wishes to explore.

Understanding places as art calls for comprehensive design approaches, conceptual integrity, and a balance between aesthetic and economic intentions. Places as art is thus an affirmation of design intentions, and a call for actions commensurate with words. The challenge lies in the question: Can the public realm be designed with clarity and meaning when public values are themselves unclear?

The Design Arts Program encourages designers, developers, artists, and the public to seek new levels of understanding through model projects, exhibits, research, debate, and collaboration. Places as art is a concept to focus our attention on public places as expressions of ourselves.

State Arts/Design Arts Program

The Design Arts Program is encouraging state arts agencies to develop design arts programs through project grants and through special planning grants. Many state arts agencies have strong arts programs, but few have programs in design. We believe that stimulating such activities at the state level is an important way to develop a broader base for public awareness and support of excellence in design.

Project grants are available through any of the Program's organizational grant categories: Design Demonstration, Design Exploration/Research, and Design Communication. Applications that focus attention on Design Areas of Special Interest (page 6) may receive special consideration.

Special design arts planning grants are available only to state arts agencies in amounts up to \$15,000 on a one-to-one matching basis. Applications for these special grants should be made through the Design Demonstration grant category. Such grants may be used to support a design arts coordinator, expert consultants, or advisory panels to assist in developing design arts projects and programs.

Following are examples of design arts projects that already have been tried with great success at the state level:

- Residencies for two environmental designers to stimulate design awareness in a community undergoing extensive redevelopment.
- A collaboration with state professional design societies to recognize excellence in the design arts.
- A program to inform business leaders about the merits of good design and its role in corporate success.
- A recognition program to stimulate design excellence within the states.
- A design competition to produce new architectural design concepts.
- A statewide conference with local officials, planners, and developers to locate resources and plan strategies for revitalizing a community.
- Design projects resulting from collaborations with municipalities and local governments.

More information about the design activities of state arts agencies is available upon request.

Grants for Organizations

Eligibility

The Design Arts program has three major categories of grants for organizations. Design Demonstration supports feasibility studies, schematic design, and planning projects. Design Exploration/Research supports research on design. Design Communication supports projects that educate and inform the public, decision makers, design students, practitioners, and educators.

All applicant organizations must meet the Legal Requirements for Organizations on page 13.

Former grantees must have submitted required final reports for Fiscal Year 1982 and 1983 Design Arts grants in order to be eligible for subsequent funding.

Grant Amounts and Matching Funds

Grants for organizations may be used to pay no more than half the total cost of any project. Each grantee must match the funds on at least a one-to-one basis, with a higher match required in some cases.

The required matching funds should come primarily from cash contributions or earned income, although in-kind contributions may also be used as a partial match.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The applicant may need to reduce the scope of the project or find more funds from sources other than the Endowment.

Period of Support

Grants are generally awarded for a 12-month period. At the discretion of the Design Arts Advisory Panel and the Endowment, applications may be recommended for funding covering a period of up to three years, with funds after the first year being subject to budget availability and the grantee's performance during the preceding year. Any organization wishing to pursue this form of support should submit a letter of intent outlining the project scope and budget to the Design Arts Program. Such letters must be sent at least six weeks prior to the application deadline. The Program will respond to the letter of intent before the application deadline.

Design Demonstration

This category supports outstanding design and planning projects that may serve as models for the field. Grants should address issues of national, regional, or local significance and demonstrate innovative or model solutions to design problems. The Program recognizes that small, site-specific projects may have significant value, and encourages applications of diverse scale and scope.

Demonstration grants may be used for design commissions to assure design projects of the highest quality. Applications are evaluated in part on the qualifications, achievements, and/or promise of professionals selected to do the work. Grant applications, therefore, should include portfolio materials from the designer selected to work on the Design Demonstration grant. If the applicant has not selected a designer, a detailed description of the process by which designers will be selected must be included with the application.

Design commissions should demonstrate innovative approaches to projects such as:

- Creation of a new building or renovation of an old one.
- Preparation of an urban design plan for neighborhood conservation or revitalization of a city or town center.
- Design of building interiors, parks and landscapes.
- Development of graphic design systems, including computer-based design and information management solutions, for projects as large as a city or as small as a booklet.
- Graphic design components of public information systems.

**Design Demonstration,
continued**

The Program encourages applications on a wide variety of topics from all design disciplines, as well as interdisciplinary collaborations. Applications responding to Places as Art, a Design Arts Program Area of Special Interest, will be especially welcome.

Grant Amounts

Matching grants of up to \$30,000 are awarded.

Second-year grants are the exception, but are occasionally made upon application in this category for a few outstanding projects in need of additional design activities. Second-year grants may also be made for disseminating information about demonstration projects of national significance, but a new application must be submitted in the Design Communication category. (See page 12.)

State Arts Programs

State arts agencies operating under a state plan approved by the Endowment are eligible for special design arts planning grants under this category. (See page 7.) These grants are available for up to \$15,000 on a one-to-one matching basis and are intended to provide expertise in initiating design arts programs and projects at the state level.

Deadline and Announcement Dates

Refer to the application calendar inside the front cover.

**Special Application Requirements/
Review Criteria**

In reviewing applications, the Design Arts Panel considers the Review Criteria on page 5 and the following factors:

- The qualifications of the participating designer(s) as illustrated by portfolio material to be submitted with all applications. If designer(s) have not yet been selected, the panel will look carefully at your plans for selecting one.
- The local, regional, or national significance of the design problem.
- The projected impact on the community.
- The likelihood that the project will be carried out.
- The quality of visual materials describing the project.
- How the project relates to client needs and current programs.
- Evidence of strong support from organizations and individuals affected by the project.

The Design Arts Program may schedule site visits to supplement information in the grant application.

**Design Demonstration:
Design Competitions**

Design Demonstration applicants are encouraged to consider design competitions as a way of choosing designers and designs for their project. These competitions help the public become aware of and take part in the design process. They often produce new solutions to design problems and lead to the discovery of new talent. Technical assistance materials on design competitions are available from the Design Arts Program upon request.

The Endowment provides support for two types of competitions. Matching grants of up to \$30,000 are available for Type I competitions, which may seek to develop a design concept, define a problem, select a designer, or generate a design. Funds may be used as support for any aspect of a design competition, including program planning, publicity, publications, professional services, and awards.

Type II competitions are for large-scale projects of national or international significance. Matching grants of up to \$100,000 are available for Type II competitions.

Design Demonstration:
Design Competitions,
continued
Special Application Requirements

To complete a Design Demonstration: Design Competitions application, applicants should meet the following special requirements:

Type I Competitions (up to \$30,000)

- Identify or provide criteria for selecting a professional competition advisor who will help prepare the competition rules and guidelines, and will work with the applicant to organize and manage the competition. The budget must include a professional fee for the competition advisor.
- Include a design "program" describing in detail the nature and scope of the design problem to be addressed by the competition process. If a program has not yet been developed, describe how it will be formulated.
- Include a detailed work plan giving a timetable, a budget breakdown, and an outline of how the competition will proceed as well as a plan for follow-up on the competition results, including press coverage, publication dissemination, and awards.
- Provide a list of potential jurors, including local participants whenever possible, or a set of criteria for the selection of jurors.
- Include a letter of assurance to provide competition finalists with monetary awards or other appropriate compensation.

Type II Competitions (up to \$100,000)

Applicants for Type II awards must meet all of the requirements under Type I competitions listed above, as well as these additional requirements:

- Applicants for Type II competitions must notify the Design Arts Program of their intention at least six weeks prior to the application deadline date.
- If the competition is for construction or fabrication of a place, space, or object, the applicant must provide certification of the availability of funds to build, construct, or fabricate the final design.
- Under no circumstances will the Endowment provide support for design competitions in excess of 5% of the total estimated construction or fabrication costs.
- All money to match the grant should be in cash or fees committed to the design activities leading up to, but not including, the final construction or fabrication phase of the project.

This category supports the development and testing of innovative concepts in design, design theory, and design evaluation. Projects must demonstrate their potential for advancing the state of the art and generating knowledge about design and the implications of design decisions. The Endowment encourages applications from all design disciplines, as well as interdisciplinary collaborations.

In general, proposals in this category should seek to clarify the aesthetic, utilitarian, economic, and social criteria for design, design evaluation, and design policy. Projects may include an exploration of the cultural and philosophic contexts of design; the theoretical and empirical investigation of relationships between people and their environment; the exploration of form and meaning; and the development of criteria for design evaluation. (See Design Areas of Special Interest on page 6.)

Projects may represent applied or basic research. As applied research, they may focus on new and recurring problems involving environmental or design concerns. As basic research, projects should constitute a fundamental and rigorous inquiry into the nature of and concepts underlying design—an exploration of its values, boundaries and purposes.

This category also supports projects seeking to develop and test techniques for translating research results into a form useful to design practitioners and clients. Applicants seeking to produce such translations should refer to the Design Communication grant category.

Applications to the Design/Exploration Research category will be reviewed by a panel expert in design research and theory. Projects should lend themselves to evaluation by method as well as by anticipated result, and results should be broadly significant. The proposed topics, the design of the research project, and the qualifications of the applicant team to advance the field will be reviewed. Applicants should demonstrate that they are familiar with research and literature in their field and they should provide evidence of their ability to conduct work of exceptional quality.

For those who would like further information about design research, the Design Arts Program has the following two publications available free on request: Environmental/Design Research: Concepts, Methods and Values and Exemplary Design Research: 1983.

Grant Amounts

Matching grants of up to \$40,000 are awarded

Deadline and Announcement Dates

Refer to the application calendar inside the front cover.

Special Application Requirements

Each Design Exploration/Research application must include:

- A concise statement of the topic for research, describing its significance and contribution to the design fields.
- Specific research objectives.
- A description of the research design, including methods and approaches.
- Evidence of applicant's familiarity with work in the field.
- A project schedule.
- A summary of expected products and plans for dissemination.

The Endowment recognizes that the one-page application summary is not sufficient for a full description of most research projects. Applicants are urged to make the summary as succinct as possible and to supplement it with a more complete and detailed narrative as back-up material. We recognize, as well, that some applications dealing with exploratory studies rather than more formal research will have less to say on how they will proceed. These applicants should outline their objectives, research methods and products to the extent possible.

Design Communication

This category supports projects that communicate information to more people about design issues and ideas. Its purpose is to inform the general public, designers, and decision makers about the value and practice of design, the impact of design decisions, and the relationship of design to the physical environment, and human activity.

Organizations may request support for the writing, design, and production of material for publications such as books, handbooks, guidelines, monographs, and newsletters; for the design and production of exhibits, films, and audio-visual or videotape/videodisc presentations; and for the development and execution of conferences, workshops, or seminars.

The Program welcomes a broad range of topics in this category and encourages applicants to especially consider the Design Areas of Special Interest on page 6. In addition, the Program encourages applications in such areas as civic design, designing in business, preservation and adaptive reuse, information design, research translation, policy and design, and projects reflecting the special concerns of individual design disciplines.

Priority will be given to applicants who have demonstrated their ability to use communication tools effectively and who state their goals clearly and concisely.

Applicants must demonstrate that they are capable of producing an excellent product through their knowledge of both subjects and media. For example, if an organization proposes an exhibition about current trends in landscape architecture, the project team should demonstrate experience in both landscape architecture and designing exhibitions. In addition, plans and provisions for staging the exhibition and thus gaining an audience should be clear.

Grant Amounts

Matching grants of up to \$50,000 are awarded.

Deadline and Announcement Dates

Refer to the application calendar inside the front cover.

Special Application Requirements

Since a measure of a communication project's success as a Design Communication grant is its ability to reach the widest possible intended audience, please describe clearly in the space provided on the Organization Grant Application Form your method of distributing or disseminating the finished work. Also give evidence that you are able to carry out the technical aspects of your proposed project.

In an addendum no longer than two pages, please elaborate on your distribution plan by answering the following questions:

- If your project results in a publication, audio/visual presentation or other form of communication, how will you publish or produce the final product? Who will pay for production or printing costs?
- Specifically, who is the appropriate audience and why? What are their numbers and what do you expect them to gain from your project?
- What is the specific method and schedule for distribution? How do you know this distribution method will be effective in reaching the appropriate audience?
- How will you evaluate the results of your efforts—sales requests for copies, educational objectives achieved by your project, or other means?

Application Information for Organizations

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual;
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972. Title VI and Section 504 bar discrimination on the basis of race, color, national origin, or personal handicap in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of these regulations is available from the Endowment's Grants Office upon request.

¹Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201; telephone 301/762-2590.

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964,¹ the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority² participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

¹Title VI provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

²"Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

Grants for Individuals

The Design Arts Program has three categories of fellowships for individuals. There are no matching requirements for any of these fellowships. Awards are made only to United States citizens or permanent residents of the U.S.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget.

Distinguished Designer Sabbatical Fellowships

This category offers fellowships to individuals who have made substantial lifetime contributions to the field of design. A Distinguished Designer Sabbatical Fellowship is an honor accorded exceptional professionals on a one-time-only basis. This fellowship is intended to provide time away from daily professional or academic activities and to allow exploration and synthesis of ideas and new approaches to design. The Distinguished Designer Sabbatical Fellowships are made in recognition of significant past contributions, and are awarded on a highly selective basis.

The Design Arts Program encourages both nominations and direct applications for the Distinguished Designer Sabbatical Fellowships. Final evaluation of both nominated and direct applicants will be made without consideration of how the application originated; fellowships will be awarded competitively, solely on the basis of merit.

Individuals who wish to nominate a candidate for a Distinguished Designer Sabbatical Fellowship should send a letter to the Design Arts Program providing background information on the candidate (including address and phone number) and explaining why the candidate should receive a fellowship. The Design Arts Program will contact each nominee and provide information on how to submit the required formal application package. The letter of nomination will be included as a support letter in the final application.

Eligibility

Applicants must be thoroughly experienced in their field of design and give evidence of outstanding achievements and contributions to design. A first professional degree or the equivalent in an accredited professional curriculum, and a license for practice if your profession requires it, are suggested. These requirements, however, may be waived based on your performance.

Awards are made only to United States citizens or permanent residents of the U.S.

Individuals may receive a Distinguished Designer Sabbatical Fellowship only once.

Fellowship Amounts

Fellowships of up to \$20,000 are awarded.

Deadline and Announcement Dates

Nominations for the first round of Distinguished Designer Sabbatical Fellowships must be postmarked no later than July 1, 1985; applications must be postmarked no later than September 10, 1985.

Nominations for the second round of Distinguished Designer Sabbatical Fellowships must be postmarked no later than January 2, 1986; applications must be postmarked no later than March 10, 1986.

Please refer to the application calendar inside the front cover for Announcement Dates and Earliest Project Beginning Dates.

(Continued on next page)

Distinguished Designer
Sabbatical Fellowships,
continued
Special Application Requirements

Nominees, as well as direct applicants, must submit formal applications, which should include the following:

- An original and two copies of the Individual Grant Application Form NEA-2(Rev.). (In the space provided in Section 8 of the form applicants should show how this award will benefit their professional development and how they plan to schedule their time.)
- A resume outlining the applicant's career.
- Representative samples of the applicant's past work.
- A bibliography of publications; a list of articles by the applicant or about the applicant's work; and, where possible, copies of the publications of articles themselves.
- At least three letters of support.

Please do not send anything of value. Nothing will be returned.

Individual Project Fellowships

Creative people, working independently, make many important contributions to the design fields. This category offers both professional designers and other qualified individuals the chance to carry out a specific design, research, or educational project that will contribute to the design fields or that will be of value to the individual's career development. For example, a Project Fellowship might be used to develop a design idea, help explore or test design concepts, or increase public awareness of design issues and opportunities. Projects may address problems in any design field and on any scale. The Design Arts Program welcomes projects related to the Design Areas of Special Interest discussed on page 6.

In the space provided on the Individual Grant Application Form NEA-2 (Rev.), describe the objectives of your project, your plan and methods for achieving them, and anticipated results.

Eligibility

This category is open to both professional designers and other individuals who can contribute to the design fields.

Students at academic institutions are eligible for fellowships. The grant funds, however, may not be used for tuition other non-project-related expenses. Applicants may receive a fellowship and continue to teach or work.

Awards are made only to United States citizens or permanent residents of the U.S.

Previous fellows who have failed to submit required final reports for Fiscal Year 1982 and 1983 fellowships are not eligible for subsequent funding.

Fellowship Amounts

Fellowships of up to \$10,000 are awarded.

Deadline and Announcement Dates

Refer to the application calendar inside the front cover.

Special Application Requirements

At least three letters of support are required. Other supporting documentation, including a portfolio, publications, and new articles, if available, are suggested for inclusion in the application package.

International Exchange Fellowships

The National Endowment for the Arts has agreements with Japan and France for international exchange fellowships. For information about U.S./Japan exchange fellowships, call 202/682-5562. For information about U.S./France exchange fellowship opportunities for design professionals, which are being offered as a pilot program in FY 1986, call 202/682-5437.

Entering Professional Designer Project Fellowships

The Endowment recognizes that professional designers without a record of significant accomplishments often have difficulty competing with more established professionals. Therefore this fellowship category intends to help designers in the early stages of career development, designers returning to a design field after a prolonged absence, and those who are changing careers within the design professions. Awards are granted for specific design, research, or educational projects. For example, a fellowship might be used to explore or test design concepts, develop new ideas, or increase public awareness of design issues and opportunities. Projects may address design problems and solutions in any field and on any scale. The Design Arts Program welcomes projects that address Design Areas of Special Interest discussed on page 6.

The Design Arts Panels will also focus on the quality of your proposed project and anticipated results.

Eligibility

Applicants must be designers in the early stages of their careers, designers returning to a design field after a prolonged absence, or designers changing careers within the design professions.

Students at academic institutions are eligible for fellowships. The grant funds, however, may not be used for tuition or other non-project-related expenses. Applicants may receive a fellowship and continue to teach or work.

Awards are made only to United States citizens or permanent residents of the U.S.

Previous fellows who have failed to submit required final reports for Fiscal Year 1982 and 1983 fellowships are not eligible for subsequent funding.

Fellowship Amounts

Fellowships of up to \$5,000 are awarded.

Deadline and Announcement Dates

Refer to the application calendar inside the front cover.

Special Application Requirements

Include in your application package material giving evidence of your career status and work samples demonstrating your design ability. Three letters of support are also required.

How to Prepare an Application Package for Organizations and Individuals

Preparing an application for an individual fellowship is much different from preparing one for an organization grant. Applicants are urged to read thoroughly the instructions in How to Apply for Grants to Organizations on page 17 or How to Apply for Individual Fellowships on page 27. In addition, you should consult any special application requirements that may be part of the grant category that interests you, as well as the Review Criteria listed on page 5.

Organizations should use the Organization Grant Application Form NEA-3 (Rev.) found beginning on page 21 for the following grant categories:

- Design Demonstration.
- Design Exploration/Research.
- Design Communication.

Individuals should use the Individual Grant Application Form NEA-2 (Rev.) found beginning on page 29 for the following grant categories:

- Distinguished Designer Sabbatical Fellowships.
- Individual Project Fellowships.
- Entering Professional Designer Project Fellowships.

How to Apply for Grants to Organizations

Send the following materials, as well as those listed in Special Requirements for your specific category, to:

Grants Office/DAP, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three** copies of Organization Grant Application Form NEA-3 (Rev.). Application packages submitted without the required number of copies will be considered incomplete and will not be submitted for panel review. You should also make a copy of the completed form to keep for your files.

(NOTE: One copy of this form is included on pages 21–24 of these guidelines. If you plan to submit more than one application to the Design Arts Program this year, you should keep this blank form for photocopying. You may complete a photocopied form. You must submit three clear copies; at least one of these must have original signatures.)

Please take great care in writing a clear, concise summary description of your project in the space provided on the application form. The Design Arts Panel's recommendation is based primarily on this statement. Use standard size type. Do not use photoreduction to fit more into this box. The description should be a straightforward, clearly written statement. It should start with a very brief project title, which should be underlined.

2. One copy of the resumes of key personnel who will work on the project. (Key personnel should include the project director, the architects, the designers, planners, or others directly involved with the project.)
3. One copy of any supplemental material you may wish to submit. This could include a work plan listing tasks and a timetable; material describing the quality and competency of the work of the organization; background research on your project; other relevant community activities; or visual material such as maps, drawings, photographs, slides, or films. You should also include a contents sheet, listing the materials submitted, as a guide for reviewers. The panel is particularly interested in visual material. Please do not send large or bulky materials. Summarize where possible. Do not send original materials or anything of value. Nothing will be returned.

Remember, the quality of your submission package reflects on your ability to accomplish successfully the project for which you are seeking support. Clarity and brevity are appreciated by the panel.

4. One copy each of at least three letters supporting your application. These should come from people who know about you and your project, people who have authority for implementing your project, people you hope will benefit from your project.
5. Two copies of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying your organization as a unit of either a state or local government.
6. One copy of Assurance of Compliance form on page 25. All applicants must submit a completed form whether or not one has been submitted previously.
7. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
8. Three copies each of overdue final reports on previous grants.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

**Instructions for Completing
Organization Grant Application
Form NEA-3 (Rev.)**

These instructions are keyed to the numbered sections of the application form found immediately following.

- I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.
- II. **Category under which support is requested.** Please indicate the appropriate category by checking one of the following categories at the top of the application:
 - Design Demonstration
 - Design Exploration/Research
 - Design Communication
- III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to 12 months or less.
- IV. **Summary of project.** In the space provided, please give your project a brief title (underline this on the form) and *specify clearly* how the requested funds will be spent. In developing this summary, you should refer to the Review Criteria on page 5 as well as the special application requirements listed under specific grant categories.
- V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.
- VI. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction IX for further explanation.
- VII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest \$10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants and Revenues"), equal the total cost of the project.
- VIII. **Organization total fiscal activity.** If the applicant is part of a larger organization (e.g. a university or city), include only expenses of the specific department or program.
 - A. **Expenses** should include Arts Endowment projects funded and anticipated.
 - B. **Revenues, grants, & contributions** should include Endowment grants received and anticipated.
- IX. **Budget breakdown of summary of estimated costs.**
 - A. **Direct costs** are those which can be specifically identified with the project.
 1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 13. Fringe benefits may be included here only if not included as indirect costs.

(Continued on next page)

2. Supplies and materials include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$500 with an estimated useful life of less than two years.

3. Travel must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.

4. Permanent equipment includes purchased equipment costing over \$500 with an estimated useful life of two years or more. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. Fees for services and other expenses include consultant and artist fees, honoraria, contractual services, rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. Indirect costs are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency. A copy of the agreement must accompany the application. (This copy will not be returned.) If you have not established an indirect cost rate, leave this space blank.

X. Contributions, grants, and revenues. The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.

A. Contributions:

1. Cash donations anticipated for this project. This can include the salary of staff who will be working on the project.

2. In-kind contributions at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions include donated time, services, equipment, facilities, etcetera. They must also be reflected in the Total Project Costs.

B. Grants include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. Revenues include all other funds, regardless of source, expected to be used on this project.

XI. State Arts Agency notification urges each applicant to advise his or her state arts agency that this application is being made.

XII. Certification must be signed by an official of the applicant organization with legal authority to obligate the organization.

Design Arts

Organization Grant Application Form NEA-3 (Rev.)

Three clear copies must be submitted to: Grants Office/DAP, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N. W., Washington, D.C. 20506

I. Applicant Organization (Name, address, zip)

II. Category under which support is requested:

- Design Demonstration
- Design Exploration/Research
- Design Communication

III. Period of support requested:

Starting _____ month day year
 Ending _____ month day year

IV. Summary of project description (Complete in space provided. DO NOT reduce copy or continue on additional pages.)
 TITLE (Please underline):

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

Total costs of project
 (rounded to nearest ten dollars)

A. Direct Costs

Salaries and wages _____ \$ _____
 Fringe benefits _____
 Supplies and materials _____
 Travel _____
 Permanent equipment _____
 Fees and Other _____

Total direct costs \$ _____

B. Indirect costs _____

\$ _____

Total project costs \$ _____

VII. Total amount requested from the National Endowment for the Arts

\$ _____

VIII. Organization total fiscal activity

Most recently completed fiscal period

Estimated for current fiscal period

A. Expenses

1. \$ _____ 2. \$ _____

B. Revenues, grants, & contributions

1. \$ _____ 2. \$ _____

Do not write in this space

4. Permanent equipment

Amount

\$

Total permanent equipment \$ _____

5. Fees for services and other expenses (list each item separately)

Amount

\$

Total fees and other \$ _____

B. Indirect costs

Amount

Rate established by attached rate negotiation agreement with
National Endowment for the Arts or another Federal agency

Rate _____ % Base \$ _____

\$ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

Amount

\$

1. Cash

2. In-kind contributions (list each major item)

Total contributions \$ _____

B. Grants (do not list anticipated grant from the Arts Endowment)

\$

Total grants \$ _____

C. Revenues

\$

Total revenues \$ _____

Total contributions, grants, and revenues for this project \$ _____



Assurance of Compliance with National Endowment for the Arts Regulations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972.

_____ (hereafter called the "Applicant")

Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and, where applicable, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.

How to Apply for Individual Fellowships

Send the following material, as well as any listed in "Special Application Requirements" for your specific granting category, to:

Grants Office/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington D.C. 20506

1. **Three** copies of Individual Grant Application Form NEA-2 (Rev.). Application packages submitted without the required number of copies will be considered incomplete and will not be submitted for panel review. You should also make a copy of the completed form to keep for your files.

(NOTE: One copy of this form is included on page 29-30 of these guidelines. If you plan to submit more than one application to the Design Arts Program this year, you should keep this blank form for photocopying. You may complete a photocopied form. You must submit three clear copies; at least one of these must have original signatures.)

Please take care in writing a clear, concise summary description of your project in the space provided on the application form. Applicants under all categories other than Distinguished Designer Sabbatical Fellowships should start this description with a very brief project title, which should be underlined. Use standard size type. Do not use photoreduction to fit more into this box. The Design Arts Panel's recommendation is based first on this statement, and second on the relevance of support material describing the project in greater detail.

2. One copy of your resume.
3. One copy of any supplemental material that you feel is pertinent and supportive of your application. Please keep in mind that your proposal will be reviewed in conjunction with others; consequently, brevity and relevance are often more effective than volume. You should include a contents sheet listing the materials submitted, as a guide for reviewers. Representative examples of your work may be submitted in the form of slides or photocopies and a maximum of five pages of text which further describes your proposal. Do not send original materials or anything of value. Nothing will be returned.
4. One copy each of at least three letters supporting your application. These should pay particular attention to the value of a grant to your career development.
5. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
6. **Three** copies each of overdue final reports on any previous grants.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

Privacy Act
 The Privacy Act of 1974 requires us to furnish you with the following information:
 The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 27 AND THE SPECIAL APPLICATION REQUIREMENTS FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS WILL BE JEOPARDIZED IN THE REVIEW PROCESS.

15. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.
 X
 Signature of applicant _____
 Date _____

14. Prizes/Honors received _____
 Membership in professional societies _____

13. Present employment

Employer	Position/Occupation	Salary
----------	---------------------	--------

12. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount
---------------	---------------	-----------------	--------

11. Education

Name of institution	Major area of study	Inclusive dates	Degree
---------------------	---------------------	-----------------	--------

Other Programs of Interest

Overall information about the Endowment and its programs is contained in [Guide to the National Endowment for the Arts](#), available from the Endowment Public Information Office.

Those programs which may be of particular interest to individuals involved in the design fields are described briefly below. For further information, call the number provided or write:

_____ (Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Visual Arts

The Art in Public Places category is designed to make the best contemporary art accessible to the public. Applicant organizations may commission works in any medium by living American artists for permanent installation in interior or exterior spaces. The Program stresses the early participation of artists in site planning and design.

The Visual Arts Program also offers fellowships to practicing professional artists working in a wide variety of visual media; assists organizations originated by and for artists; and supports workshops, residencies, and other projects that promote discourse among visual artists and between artists and the public. (202/682-5448)

Museums

The Museum Program offers assistance to museums for special exhibitions and catalogues. It also enables museums to engage consultants to identify problems and recommend solutions in the areas of storage of collections, security, and climate control. Support is also available for museums to hire specialists to work on short-term projects which may include the development of a coordinated graphics system, studies of ways to improve the museum's accessibility to the handicapped, or the development of improved installation techniques. (202/682-5442)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. Among those organizations assisted are a number of media arts centers which provide regional access to exhibition and production equipment and facilities as well as other media resources. (202/682-5452)

Artists in Education

The Artists in Education Program places professional artists in educational settings and responds to other artists-in-education issues. Design artists are included in the program. For information, contact your state arts agency or the Endowment's Artists in Education Program. (202/682-5426)

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner city, rural, or tribal community. (202/682-5443)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines and have national or regional impact. This includes presenting organizations, artists' colonies, service organizations, and interdisciplinary arts projects. (202/682-5444)

Advancement II

The Advancement II Program helps arts organizations of the highest level to strengthen their long-term institutional stability and enhance artistic quality. It provides up to one year of technical assistance in planning, management, and fundraising, followed by up to two years of funding. Generally, these grants will not exceed \$85,000 over the full 3-year-period and must be matched 3 to 1.

Current plans call for eligibility according to the following timetable:

Fiscal Year 1983: Literature, Media Arts, Opera-Musical Theater, Visual Arts;

Fiscal Year 1984: Dance, Folk Arts, Music, Theater;

Fiscal Year 1985: **Design Arts**, Expansion Arts, Inter-Arts, Museums.

Challenge Grants

Challenge Grants are designed to help cultural organizations broaden the base and increase the level of continuing support from nonfederal sources. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. (202/682-5436)

**National Endowment Fellowships
for Arts Managers**

The National Endowment Fellowship program brings arts administrators to the Endowment's offices in Washington, D.C. Participants work as members of the Endowment staff and attend seminars and meetings with arts leaders. (202/682-5786)

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their field. They cover six- to nine-month residencies in Japan. (202/682-5562)

Up to ten fellowships for work and study in France are awarded each year to American artists in various disciplines and to art museum curators. Fellowships are awarded to outstanding mid-career professionals. They cover residencies of up to one year in France. (202/682-5562)

**Office for Special
Constituencies**

The Office for Special Constituencies assist individuals and nonprofit organizations in making arts activities accessible to older adults and to disabled and institutionalized populations. As part of its advocacy and technical assistance efforts, model project guidelines are developed with Endowment programs to encourage projects that demonstrate innovative ways to make the arts accessible. Please call or write the Office concerning model project guidelines, technical assistance materials relating to accessibility, or for assistance in developing accessible programs. (202/ 682-5531 or V/TTY 202/682-5496)

**National
Endowment
for the Arts**



**Application
Guidelines
Fiscal Year
1987**

**Architecture
Landscape Architecture
Urban Design, Historic
Preservation, and Planning
Interior Design
Industrial Design
Graphic Design
Fashion Design**

NK
1160
N27
1986/87

DOES NOT
CIRCULATE

831-B-2

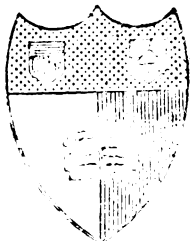
10

87 Design Arts

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Design Advancement			
Project Grants for Organizations	May 30, 1986 Dec. 10, 1986	Nov. 1986 May 1987	Dec. 1, 1986 June 1, 1987
Project Grants for Individuals	Sept. 2, 1986 March 10, 1987	Feb. 1987 Aug. 1987	March 1, 1987 Sept. 1, 1987
Distinguished Designer Fellowships	Sept. 2, 1986*	Feb. 1987	March 1, 1987
Grants to Organizations Awarding Design Fellowships	March 10, 1987	Aug. 1987	Sept. 1, 1987
Design Program Grants State and Regional Arts Agencies	May 30, 1986 Dec. 10, 1986	Nov. 1986 May 1987	Dec. 1, 1986 June 1, 1987

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Fine Arts Library
Sibley Hall

*NOTE: Nominations for Distinguished Designer Fellowships must be postmarked no later than July 1, 1986 for submission of an application under the September 2, 1986 deadline.

Completed applications, including all required supplementary materials, must be postmarked by the deadline dates. The Endowment will not be responsible for late materials. Letters of intent are not acceptable as substitutes for formal applications. Applicants may apply more than once and in more than one category. It is unlikely, however, that more than one grant award will be made to an applicant within a 12-month period.

Late applications will not be considered. Incomplete applications are unlikely to be funded.

NOTE: The supply of guidelines is very limited. This booklet contains one copy of Organization Grant Application Form NEA-3 and one copy of Individual Grant Application Form NEA-2. If you plan to submit more than one application to the Design Arts Program this year, you should keep the appropriate blank form. Each application package must contain three clear copies of your completed application form; at least one of these must have original signatures. Please do not request additional copies of this booklet.

Design Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

**Statement of Mission
National Endowment for the Arts,
continued**

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What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
202/682-5496 Voice/TTY

Visually impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Music Section
National Library Service
for the Blind and Physically Handicapped
The Library of Congress
Washington, D.C. 20542
202/287-9254

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

2007/96-24

Introduction	4
We Fund	4
We Do Not Fund	4
Before You Begin	4
Application Review Process	5

Highlights for 1987	6
FY 1987 Categories	6
National Theme: Design of Cities	7

Categories of Funding	8
Design Advancement	8
Distinguished Designer Fellowships	12
Grants to Organizations Awarding Design Fellowships	13
Design Program Grants to State and Regional Arts Agencies	14

Application Information for Organizations	15
A. How to Apply	15
Legal Requirements	17
Instructions for Completing Organization Grant Application Form NEA-3	18
B. Organization Grant Application Form NEA-3	21
Assurance of Compliance Form	25

Application Information for Individuals	27
A. How to Apply	27
B. Individual Grant Application Form NEA-2 (Rev.)	29

Other Programs of Interest	31
Application Acknowledgment Card	Back cover

Introduction

The Design Arts Program of the National Endowment for the Arts promotes excellence in the design fields of architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design. This is done through grants for design projects which have the potential for producing results of exceptional merit and national or regional significance.

We Fund

- Innovative conceptual and schematic design projects.
- Design feasibility studies.
- Design competitions.
- Designer/artist collaborations.
- Design theory and research.
- Projects which demonstrate the benefits of excellent design.
- Projects which inform professionals, decision makers, or the general public about noteworthy design. Projects may include publications, audio-visual presentations, films, and conferences.
- Organizations awarding design fellowships.
- Projects in state and regional arts agencies to develop programs in the design arts.
- Fellowships for distinguished designers.

We Do Not Fund

- Major capital improvements and construction. (See "Other Programs of Interest/Challenge Grants," page 31.)
- Debt reduction or elimination. (See "Challenge Grants, page 31.)
- General operating costs.
- College or university tuition.

Before You Begin

Look carefully at the grant categories in these guidelines to be sure that your project fits into one of them, that you meet the eligibility requirements, and that you can meet the application deadline.

If you decide to apply for a grant, study How to Apply/Organizations on page 15 or How to Apply/Individuals on page 27, including any special application requirements that may be part of the grant category that interests you. These instructions tell what supporting material you will need to send with your completed application form. Do not send any material separately. Include all materials in your application package. Completeness, neatness, organization and brevity are important factors in the evaluation of the overall application.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

If you need help with your application, the Program staff will assist you. Write or telephone:

Design Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

Grant Amounts

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The applicant may need to reduce the scope of the project or find more funds from sources other than the Endowment.

Matching Funds

Grants for organizations may be used to pay no more than half the total cost of any project.

Applicants are encouraged to provide required matching funds primarily from cash contributions or earned income, although in-kind contributions may also be used as a partial match.

Grants to individuals do not require matching funds.

Period of Support

Grants are generally awarded for a 12-month period.

Scope of Projects

The Design Arts Program welcomes applications with ideas for innovative projects and activities, as well as those seeking to strengthen existing projects. We discourage proposals for projects that can be sustained only with continued Endowment funding.

Continued Support

Applications are evaluated on their merits and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Project Location

Generally all projects supported by the Endowment must be performed within the fifty states, the District of Columbia, Puerto Rico, Guam, American Samoa, the Virgin Islands, or the Northern Marianas. Exceptions may be made if they can be justified in terms of benefits to the United States.

Final Reports

At the end of the grant period, the Endowment requires final reports from all grantees. Complete instructions for preparing the reports are sent to all grantees. While it is not required, we encourage all grantees to keep us informed about their work in progress and outgrowths of their work after filing the final reports.

Grantees who have not completed their projects but wish to apply for new grants must submit interim status reports along with their applications.

Grantees who have failed to submit required final reports for previous grants are not eligible for subsequent funding.

**Acknowledgment of
Endowment Support**

Grantees should credit the National Endowment for the Arts on announcements that refer to the project and on all work, such as published materials or films, that results from the grant.

Application Review Process

After the Design Arts Program staff has checked the applications for completeness, a Design Arts Panel, a rotating committee of design experts, reviews them. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Please do not seek information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

If you are awarded a grant, you may request full or partial payment, depending on the nature and schedule of the activity. Details will accompany the grant award letter.

Highlights for 1987

FY 1987 Categories

The Design Advancement category is a new grant category. It encompasses all of the concerns of the old Design Demonstration, Design Exploration/Research, Design Communications, and Individual Project Fellowship categories. It also makes grants to projects that combine these activities.

We support projects involving design practice, media, theory and research, and education about design. We invite applications from all of the design disciplines: architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design.

There are two annual deadlines for organizations and two for individuals. These are listed inside the front cover of these guidelines.

With the Design Advancement grant category, we introduce a National Theme: Design of Cities. This is not a grant category, but a theme of special concern within the Design Advancement grant category.

The Program will continue to offer Distinguished Designer Fellowships. It is expanding its outreach activities by offering Design Program Grants to State and Regional Arts Agencies. And it is introducing Grants to Organizations Awarding Design Fellowships.

The Program's grant categories and National Theme are described in detail in the following pages. Read the guidelines completely before you start to fill out an application.

Design Arts/Visual Arts Initiative

The Design Arts and Visual Arts Programs are jointly soliciting applications for exemplary public projects which involve a collaborative working relationship between visual artists and design professionals (see page 11).

Discontinued Categories

The Design Demonstration category has been discontinued. Organizations proposing design projects should see Design Advancement.

The Design Exploration/Research category has been discontinued. Organizations proposing theory, research and conceptual design projects should see Design Advancement.

The Design Communication category has been discontinued. Organizations proposing exhibitions, media, and education projects should see Design Advancement.

Entering Professional Designer Project Fellowships and Individual Project Fellowships have been discontinued. Individuals proposing design, theory, and communications projects should see Design Advancement.

Within its overall concern for design quality, the National Endowment for the Arts has an abiding interest in the design of cities, a term we use to describe that whole range of human settlements from the smallest village to the largest metropolis. The importance of this subject has led the Design Arts Program to support a variety of urban design projects over the years. We have addressed the larger issues which shape the planning and design of settlements. And we have addressed the eye-level issues, through which the identity of a place is established and enhanced.

In the past, we have called attention to isolated elements in cities, such as historic buildings, downtown development, and transportation systems. This year we focus on cities as a whole and the role of the separate parts in making up that whole. We are concerned with a design coherence that recognizes these elements to be important on their own, but also in association with the whole.

The Endowment believes that improving the design of cities is not a luxury, but a living necessity. It seeks to emphasize the aspects of city design that lend them beauty and humanity. And it seeks to create a forum within which the design of cities can be visualized, assessed, debated, and enhanced.

Americans living in urban, suburban, or rural settlements depend on them for their society and livelihood. These are places where design, commerce, and culture come together. They are the results, intended and unintended, of all sorts of plans and development.

Questions about the design of these settlements come not only from professional designers, but also from mayors, the media, community groups, and citizens. Their questions focus on a simple concern: Why are some communities beautiful and humane places to live and work while others, built with similar intent and investment, are ugly and impersonal?

The answers lie in a better understanding of design and its role in cities. They concern, for example, the recognition and enhancement of old aesthetic infrastructures, the introduction of compatible new design elements, or a more lucid image for the city whole.

While other Federal agencies are charged with assisting communities in their planning and development, the National Endowment for the Arts alone is charged with supporting excellence in the design of what we produce. With the announcement of this National Theme, we invite proposals in the Design Advancement grant category from all who are concerned with the quality of the design of cities.

Categories of Funding

The Design Arts Program has one main grant category, which offers Project Grants for Organizations and Project Grants for Individuals. This category is Design Advancement and it is described in the following section.

In addition, the Program offers Distinguished Designer Fellowships, Grants to Organizations Awarding Design Fellowships, and Design Program Grants to State and Regional Arts Agencies. Descriptions of these categories begin on page 12.

Design Advancement

This category supports grants that advance the state of the art through design practice, theory and research, media, and education about design. Open to individuals and organizations, it encompasses and welcomes applications in all design disciplines: architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design.

Design Advancement replaces the Program's previous grant categories (Design Demonstration, Design Exploration/Research, Design Communication, and Individual Project Fellowships) and combines them into one.

The purpose of Design Advancement is to focus on design itself. We invite proposals for projects that involve a single design discipline, several design disciplines, or collaborations between designers and other artists. Recently, there has been renewed interest in the history, concepts, and practices that define each design discipline. There is also new interest in collaboration. The Program invites grant applications that build on these efforts. (See the Special Note on page 11.)

Design Advancement grants may, for example, seek to advance our understanding of a specific design discipline, produce a new graphic system, undertake a conceptual design project, study the theory of landscape architecture, perform multi-disciplinary research to improve design evaluation, stimulate critical debate, or produce a film on design issues of national concern.

Proposals that address National Theme issues may include such activities as a project to help a city visualize the effect of change before it occurs, assess the visual implications of a new zoning ordinance, or test alternative urban design approaches. Projects may also include a study to define the elements that lend a city its aesthetic coherence, focusing on its rivers, landmarks, squares, or monuments, and developing criteria to strengthen them. Projects could also include a design competition for a new city hall, the design of a new parks system, or a project to revitalize a downtown waterfront or small-town center.

Eligibility

All applicant organizations (including local and state governments, community or neighborhood organizations, colleges and universities, and independent nonprofit groups and institutions) must meet the legal requirements on page 17.

Project Grants for Individuals are open to both professional designers and other individuals working in design. Awards are made only to United States citizens or permanent residents of the U.S.

Students enrolled in academic institutions are eligible for individual grants. Grant funds, however, may not be used for tuition or other non-project related expenses.

Applicants may receive a grant and continue to teach or work.

Former grantees must have submitted required final reports for Fiscal Year 1983 and 1984 Design Arts grants to be eligible for subsequent funding.

Grant Amounts and
Matching Funds

Design Advancement Project Grants for Organizations are available in amounts up to \$40,000. The minimum grant generally will not be less than \$5,000. Each grantee must match the funds on at least a one-to-one basis. In rare instances, an application for a design competition may exceed \$40,000 (see page 10 for further information).

Design Advancement Project Grants for Individuals are available in amounts up to \$10,000. The minimum grant generally will not be less than \$5,000. Grants for individuals do not require matching funds.

Review Criteria

In reviewing applications, panelists consider the following:

- Quality of the project.
- National or regional significance of the project.
- Applicant's ability to clearly describe the project and procedure.
- Demonstrated ability to carry out the project.
- Indication that the project can be sustained in the future without continued Endowment funding.
- Presentation and quality of written and visual materials.
- Applicant's ability to meet the relevant Special Application Requirements (see below).

Deadline and
Announcement Dates

Deadlines for organizations and individuals are listed inside the front cover of these guidelines.

Special Application
Requirements

Applicants should send the material specified in How to Apply/Organizations (see page 15) or How to Apply/Individuals (see page 27) and the material specified below.

The Endowment recognizes that applicants under Design Advancement might want to consider various projects such as a media project, a working design, advocacy, or research.

An applicant could also propose a project that combines any of these activities into one overall project. For example, an organization could apply to conduct a research project, produce a design, and record the process involved.

Projects to produce a design:

If you propose work which includes hiring a designer or supporting a designer/artist collaboration to create a new building, renovate an old one, prepare an urban design plan, design an interior, visualize a landscape, develop a graphic system, or undertake any other design project, you should:

1. Present the qualifications and portfolio of the participating designer(s) or other artist(s). If the designer(s) has not yet been selected for your project, then the panel will look carefully at your plans for selecting a designer.
2. Assess the impact of the design project on the community and its regional or national significance.
3. Provide photographs and/or drawings of the site or the existing conditions which you propose to change.
4. Provide evidence of support from organizations and individuals affected by the project.
5. Indicate plans for implementing barrier-free design (see Special Constituencies on page 32).

(Continued on next page)

Theory and research projects

If you propose work which includes an exploration of the aesthetic, economic, social, theoretical, philosophical, or cultural criteria for design or design evaluation, you should:

1. Describe the topic for research or theoretical development, its significance and contribution to the design field.
2. Describe the theoretical or research objectives; the research design, including methods and concepts; the project schedule; expected products and accomplishments; and plans for dissemination.
3. Demonstrate your familiarity with related work, your expertise in relation to the proposed work, and your ability to carry out the work proposed.

Communication projects:

If you propose work which includes media components (such as writing and producing a publication, exhibit, film, or audio-visual presentation), or a conference or workshop, you should:

1. Describe the audience, their numbers and what you expect them to gain from your project, the method and schedule for distribution, and the effectiveness of your plan for reaching an audience.
2. Provide a plan of how you will publish or produce the final product.
3. Describe your method for evaluating the results of your effort, such as sales requests for copies, educational objectives achieved, or other means.
4. Provide samples of previous work by the writer, filmmaker, audio-visual artist, conference coordinator, or others involved in the project.

Design competitions:

If your organization applies for a Design Advancement grant, you may wish to consider sponsoring a design competition. (NOTE: Individuals are not eligible to apply to conduct a design competition.) Competitions can increase public awareness of the design process. They often produce new ideas and surface new talent as well. Materials on design competitions are available from the Design Arts Program.

To be effective, design competitions must be properly organized and managed. Prizes, juries, and competition rules must be fair and sponsors must be sure they are clearly understood in advance.

The Endowment provides support for two levels of competitions. Matching grants ranging between \$5,000 and \$40,000 are available in the Design Advancement category. In addition, the Program offers matching grants of up to \$100,000 for design competitions of national or international significance.

If your organization wishes to apply for an amount larger than \$40,000, it must send a letter of intent to the Design Arts Program at least six weeks before the application deadline.

All applications for design competitions should include the following information:

1. A detailed work plan giving a timetable and budget breakdown. Outline how the competition will proceed and provide a plan for follow-up on competition results, press coverage, publication dissemination, and awards.
2. A design program detailing the nature and scope of the design problem. If a program has not yet been developed, describe how it will be produced.

(Continued on next page)

3. The qualifications of a professional competition advisor or the criteria for selecting one. The budget should include a professional fee for the competition advisor.
4. A list of potential jurors, including local participants and the means by which they will be selected.
5. A description of competition awards, including cash prizes, contracts for completing the project, or other appropriate compensation, and a schedule for making such awards or compensation available to the competition winners or finalists.
6. If the competition will result in construction or fabrication, an assessment of the availability of funds for completing the work.
7. If applicable, describe how the competition will adhere to the American Institute of Architects' Handbook of Architectural Design Competitions.

Special Note

In recent years, there has been increasing interest in the possibilities for collaborative efforts between visual artists and design professionals. In order to encourage excellence in the fusion of public art and the design of public places, increase communication and cooperation between visual artists and design professionals, and cause the melding of ideas and experience, the Design Arts and Visual Arts Programs are jointly soliciting applications for exemplary public projects which involve a collaborative working relationship between visual artists and design professionals. Organizations should contact the Design Arts (202/682-5437) or Visual Arts (202/682-5448) Programs for more information.

**Distinguished Designer
Fellowships**

A limited number of one-time fellowships of \$20,000 will be awarded to individuals who have made an extraordinary contribution to design over a lifetime of creative work. The intention is to support and honor professionals who have received the highest critical acclaim but who are not necessarily widely known outside the design field itself.

These fellowships are intended for professional designers and others who have expanded the boundaries of American design. Their continued presence in the design world is invaluable to younger designers. It is our hope that these awards will allow their recipients to take time away from daily professional or academic activities and engage in the exploration and synthesis of ideas and new approaches to design.

 Eligibility

Applicants must be thoroughly experienced in their fields of design and give evidence of outstanding achievements and contributions over a substantial, active career.

Awards are made only to United States citizens or permanent residents of the U.S. Individuals may receive a Distinguished Designer Fellowship only once.

Former grantees must have submitted required final reports for Fiscal Year 1983 and 1984 Design Arts grants to be eligible for subsequent funding.

 Fellowship Amounts

One-time fellowships of up to \$20,000 are awarded.

 Review Criteria

In reviewing applications, panelists consider the following:

- Contributions to the field.
- Outstanding record of accomplishments.

 Deadline and
Announcement Dates

Fellowships are offered once each year. The nomination and application deadlines are listed inside the front cover of these guidelines.

 Special Application Requirements

Individuals who wish to nominate a candidate should send a letter to the Design Arts Program providing background on the candidate (including address and telephone number). The program will contact each nominee with information on how to submit a formal application. The letter of nomination will be included as a support letter in the final application.

Nominees, as well as direct applicants, must submit formal applications, which should include the material described in How to Apply/Individuals (see page 27) and the following:

- A description of your life work emphasizing your contribution to the design field.
- Representative samples of your past work.
- A bibliography of publications; a list of articles by you or about your work; and, where possible, copies of the publications or articles.

Please do not send large or bulky materials. Nothing will be returned.

**Grants to Organizations Awarding
Design Fellowships**

This category assists organizations which provide design fellowships. The purpose is to broaden the base of support for and nourish professional growth among American designers.

A small number of grants will be made under one deadline per year on a competitive basis. Organizations wishing to submit an application under this category should read How to Apply/Organizations on page 15.

Eligibility

All applicant organizations must meet the legal requirements on page 17.

Former grantees must have submitted required final reports for Fiscal Year 1983 and 1984 Design Arts grants to be eligible for subsequent funding.

**Grant Amounts and
Matching Funds**

Grants to organizations are available in amounts up to \$50,000. The minimum grant generally will not be less than \$15,000. Grants are awarded on a one-to-one matching basis. Funds may not be used to support college or university tuition.

Review Criteria

In reviewing applications, panelists consider the following:

- Standards for fellowship recipients.
- Quality of selection process.
- The quality of previous fellowship recipients, if applicable.
- Potential of project to contribute to the design field.
- Support from other sources.

**Deadline and
Announcement Dates**

The deadline is listed inside the front cover of these guidelines.

**Design Program Grants to State
and Regional Arts Agencies**

 Eligibility

The Program encourages state and regional arts agencies to develop design arts programs and offers planning grants for this purpose. Few state arts agencies have programs in design. We believe that stimulating design programs at the state and regional levels is an important way to develop a broader base for public awareness and support of excellence in design in America.

Special design arts planning grants are available only to state and regional arts agencies.

To be eligible, state and regional arts agencies must be operating under a plan approved by the Endowment. Regional organizations whose member state arts agencies are grantees or applicants under this category may also apply for their own activities in this area.

Former grantees must have submitted required final reports for Fiscal Year 1983 and 1984 Design Arts grants to be eligible for subsequent funding.

Planning grants under this initiative are made once only. State and regional arts agencies are, of course, also eligible to apply for projects under Design Advancement.

To apply for a special design arts planning grant, see How to Apply/Organizations on page 15.

 Grant Amounts and
Matching Funds

Special design arts planning grants are available in amounts up to \$15,000. The minimum grant generally will not be less than \$5,000. Grants are awarded on a one-to-one matching basis. Such grants may be used to support a design arts coordinator, expert consultants, or advisory panels assisting in planning the development of design arts programs within state and regional agencies.

 Review Criteria

In reviewing applications, panelists consider the following:

- Quality of the proposed program.
- Commitment and creativity of efforts to improve design in the state or region.
- Qualifications of those involved in the project.
- Ability to raise matching funds.
- Commitment to continuation of the program.

 Deadline and
Announcement Dates

The deadlines are listed inside the front cover of these guidelines.

Application Information for Organizations

How to Apply

Mail by the deadline the following materials, as well as those listed in Special Application Requirements for your specific category, to

Grants Office/DAP, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three** copies of Organization Grant Application Form NEA-3 (Rev.). Application packages submitted without the required number of copies will be considered incomplete. You should also make a copy of the completed form to keep for your files.

(NOTE: This booklet contains one copy of the Organization Grant Application Form NEA-3 (Rev.) on pages 21-24. We cannot supply more copies of this booklet. If you want to apply for more than one project, please make photocopies of the blank application form. You must submit three clear copies; at least one of these must have original signatures.)

The Program emphasizes that the Summary of Project Description (Section IV) on Application Form NEA-3 (Rev.) is crucial in the application review process.

Please take care in writing a clear, concise summary description of your project in the space provided on the application form. The Design Arts Panel's recommendation is based primarily on this statement. Use standard size type. **Do not** use photoreduction to fit more into this box. The description should be a straightforward, clearly written statement. It should start with a very brief project title, which should be underlined. You may supplement the summary with a detailed narrative.

2. One copy of the resumes of key personnel who will work on the project. (Key personnel should include the project director, the architects, the designers, planners, or others directly involved with the project.)
3. One copy of any supplemental material you may wish to submit. This could include a work plan listing tasks and a timetable; material describing the quality and competency of the work of the organization; background research on your project; other relevant community activities; or visual material such as maps, drawings, photographs, slides, or films. You should also include a contents sheet, listing the materials submitted, as a guide for reviewers. The panel is particularly interested in visual material. Please do not send large or bulky materials. Nothing will be returned.

Remember, the quality of your submission package reflects your ability to accomplish the work. The panel appreciates clarity and brevity.

4. One copy each of at least three letters supporting your application. These should come from people who know about you and your project, people who have authority for implementing your project, people you hope will benefit from your project.

(Continued on next page)

5. **Two** copies of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying your organization as a unit of either a state or local government.
6. One copy of the Assurance of Compliance form on page 25. All applicants must submit a completed form whether or not one has been submitted previously.
7. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
8. **Three** copies each of any outstanding final reports for Fiscal Year 1983 and 1984 Design Arts grants.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

¹Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201.

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964¹ the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

¹Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

²"Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

**Instructions for Completing
Organization Grant Application
Form NEA-3 (Rev.)**

These instructions are keyed to the numbered sections of the application form found immediately following:

- I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.
- II. **Category under which support is requested.** Please indicate the appropriate category by checking one of the following categories at the top of the application:

Design Advancement Project Grants for Organizations
Grants to Organizations Awarding Design Fellowships
Design Program Grants to State and Regional Arts Agencies
- III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to 12 months or less.
- IV. **Summary of project.** In the space provided, please give your project a brief title (underline this on the form) and *specify clearly* how the requested funds will be spent. In developing this summary, you should refer to the Review Criteria as well as the Special Application Requirements listed under specific grant categories.
- V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.
- VI. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction IX for further explanation.
- VII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest \$100. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants and Revenues"), equal the total cost of the project.
- VIII. **Organization total fiscal activity.** If the applicant is part of a larger organization (e.g. a university or city), include only expenses of the specific department or program.
 - A. **Expenses** should include Arts Endowment projects funded and anticipated.
 - B. **Revenues, grants, & contributions** should include Endowment grants received and anticipated.
- IX. **Budget breakdown of summary of estimated costs.**
 - A. **Direct costs** are those which can be specifically identified with the project.
 1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 17. Fringe benefits may be included here only if not included as indirect costs.

(Continued on next page)

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$500 with an estimated useful life of less than two years.
 3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.
 4. **Permanent equipment** includes purchased equipment costing \$500 or more with an estimated useful life of two years or more. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.
 5. **Fees for services and other expenses** include consultant and artist fees, honoraria, contractual services, rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and arts fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.
- B. Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency.
- X. Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.
- A. Contributions:**
1. **Cash** donations anticipated for this project. This can include cash from the applicant organization's operating budget for the salary of staff who will be working on the project and other expenses in the Total project costs.
 2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions include donated time, services, equipment, facilities, etcetera. They must also be reflected in the Total project costs.
- B. Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.
- C. Revenues** include all other funds, regardless of source, expected to be used on this project.
- XI. State Arts Agency notification** urges each applicant to advise his or her state arts agency that this application is being made.
- XII. Certification** must be signed by an official of the applicant organization with legal authority to obligate the organization.

Three clear copies must be submitted to: Grants Office/DAP, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N. W., Washington, D.C. 20506

I. Applicant Organization (Name, address, zip)

II. Category under which support is requested:

- Design Advancement Project Grants for Organizations
- Grants to Organizations Awarding Design Fellowships
- Design Program Grants to State and Regional Arts Agencies

III. Period of support requested:

Starting _____ month day year
 Ending _____ month day year

IV. Summary of project description (Complete in space provided. DO NOT reduce copy or continue on additional pages.)
TITLE (Please underline):

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

Total costs of project (rounded to nearest \$100)

A. Direct Costs

Salaries and wages _____ \$ _____
 Fringe benefits _____
 Supplies and materials _____
 Travel _____
 Permanent equipment _____
 Fees and Other _____

Total direct costs \$ _____

B. Indirect costs

\$ _____

Total project costs \$ _____

VII. Total amount requested from the National Endowment for the Arts

\$ _____

VIII. Organization total fiscal activity

Most recently completed fiscal period

Estimated for current fiscal period

A. Expenses

1. \$ _____ 2. \$ _____

B. Revenues, grants, & contributions

1. \$ _____ 2. \$ _____

Do not write in this space

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment

Amount

\$

Total permanent equipment \$ _____

5. Fees for services and other expenses (list each item separately)

Amount

\$

Total fees and other \$ _____

B. Indirect costs

Amount

Rate established by attached rate negotiation agreement with
National Endowment for the Arts or another Federal agency

Rate _____ % Base \$ _____

\$ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

Amount

\$

1. Cash

2. In-kind contributions (list each major item)

Total contributions \$ _____

B. Grants (do not list anticipated grant from the Arts Endowment)

\$

Total grants \$ _____

C. Revenues

\$

Total revenues \$ _____
Total contributions, grants, and revenues for this project \$ _____

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? ----- yes ----- no

XI. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature _____ X _____ Date signed _____

Name (print or type) _____

Title (print or type) _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

Project director

Signature _____ X _____ Date signed _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____ X _____ Date signed _____

Name (print or type) _____

Title (print or type) _____

Telephone (area code) _____

*If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 15 AND THE SPECIAL APPLICATION REQUIREMENTS FOR YOUR CATEGORY. FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.



Assurance of Compliance with National Endowment for the Arts Regulations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

_____ (hereafter called the "Applicant")

Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, Age Discrimination Act, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, age, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. The Age Discrimination Act of 1975 provides for nondiscrimination in Federally assisted programs or activities on the basis of age. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the four statutes referred to herein.

Application Information for Individuals

How to Apply

Mail by the deadline the following material, as well as any listed in Special Application Requirements for your specific category, to:

Grants Office/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three** copies of Individual Grant Application Form NEA-2 (Rev.). Application packages submitted without the required number of copies will be considered incomplete. You should also make a copy of the completed form to keep for your files.

(NOTE: This booklet contains one copy of the Individual Grant Application Form NEA-2 on pages 29-30. If you want to apply for more than one project, please make photocopies of the blank application form. You must submit three clear copies; at least one of these must have original signatures.)

In "Description of proposed activity" (Section 9 of the form), applicants under Distinguished Designer Fellowships should show how this award will benefit their professional development and how they plan to schedule their time.

For applicants under Design Advancement Project Grants for Individuals, the Program emphasizes that the "Description of proposed activity" in Section 9 of the form is crucial in the application review process.

Please take care in writing a clear, concise summary description of your project in the space provided on the application form. Applicants under Design Advancement Project Grants for Individuals should start this description with a very brief project title, which should be underlined. Use standard size type. Do not use photoreduction to fit more into this box. The Design Arts Panel's recommendation is based first on this statement, and second on the relevance of support material describing the project in greater detail. The Amount Requested should be rounded to the nearest \$100.

2. One copy of your resume.
3. One copy of any supplemental material that you feel is pertinent and supportive of your application. Please keep in mind that your proposal will be reviewed in conjunction with others; consequently, brevity and relevance are often more effective than volume. You should include a contents sheet listing the materials submitted, as a guide for reviewers. Representative examples of your work may be submitted in the form of slides or photocopies and a maximum of five pages of text which further describes your proposal. Please do not send large or bulky materials. Nothing will be returned.
4. One copy each of at least three letters supporting your application.
5. One copy of the Assurance of Compliance form on page 25. All applicants must submit a completed form whether or not one has been submitted previously.
6. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
7. **Three** copies of each of any outstanding final reports for all completed Design Arts grants since Fiscal Year 1983.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

<p>12. Education</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">Name of institution</td> <td style="text-align: center;">Major area of study</td> <td style="text-align: center;">Inclusive dates</td> <td style="text-align: center;">Degree</td> </tr> </table>								Name of institution	Major area of study	Inclusive dates	Degree
Name of institution	Major area of study	Inclusive dates	Degree								
<p>13. Fellowships or grants previously awarded</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">Name of award</td> <td style="text-align: center;">Area of study</td> <td style="text-align: center;">Inclusive dates</td> <td style="text-align: center;">Amount</td> </tr> </table>								Name of award	Area of study	Inclusive dates	Amount
Name of award	Area of study	Inclusive dates	Amount								
<p>14. Present employment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td style="text-align: center;">Employer</td> <td style="text-align: center;">Position/Occupation</td> <td style="text-align: center;">Salary</td> </tr> </table>							Employer	Position/Occupation	Salary		
Employer	Position/Occupation	Salary									
<p>15. Prizes/Honors received</p>		<p>Membership in professional societies</p>									
<p>16. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.</p> <p style="text-align: right;">x</p> <p style="text-align: right;">Signature of applicant _____</p> <p style="text-align: right;">Date _____</p>											
<p>BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 27 AND THE SPECIAL APPLICATION REQUIREMENTS FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.</p>											
<p>Privacy Act</p> <p>The Privacy Act of 1974 requires us to furnish you with the following information:</p> <p>The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.</p>											

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment Public Information Office.

Those programs which may be of particular interest to individuals involved in the design fields are described briefly below. For further information, call the number provided or write:

_____ (Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Visual Arts

The Art in Public Places category is designed to make the best contemporary art accessible to the public. Applicant organizations may commission works in any medium by living American artists for permanent installation in interior or exterior spaces. The Program stresses the early participation of artists in site planning and design.

The Visual Arts Program also offers fellowships to practicing professional artists working in a wide variety of visual media; assists organizations originated by and for artists or which further their interests; and supports workshops, residencies, and other projects that promote discourse among visual artists and between artists and the public. (202/682-5448)

Museums

The Museum Program offers assistance to museums for special exhibitions and catalogues. It also enables museums to engage consultants to identify problems and recommend solutions in the areas of storage of collections, security, and climate control. Support is also available for museums to hire specialists to work on short-term projects which may include the development of a coordinated graphics system, studies of ways to improve the museum's accessibility to the handicapped, or the development of improved installation techniques. (202/682-5442)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. Among those organizations assisted are a number of media arts centers which provide regional access to exhibition and production equipment and facilities as well as other media resources. (202/682-5452)

Artists in Education

The Artists in Education Program places professional artists in educational settings and responds to other artists-in-education issues. Design artists are included in the program. For information, contact your state arts agency or the Endowment's Artists in Education Program. (202/682-5426)

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner city, rural, or tribal community. (202/682-5443)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines and have national or regional impact. This includes presenting organizations, artists' colonies, service organizations, and interdisciplinary arts projects. (202/682-5444)

Challenge Grants

Challenge Grants are designed to help cultural organizations broaden the base and increase the level of continuing support from nonfederal sources. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. (202/682-5436)

**National Endowment
Arts Management Fellowships**

The National Endowment Arts Management Fellowships bring arts administrators to the Endowment's offices in Washington, D.C. Participants work as members of the Endowment staff and attend seminars and meetings with arts leaders. (202/682-5786)

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their field. They cover six- to nine-month residencies in Japan. (202/682-5562)

Up to ten fellowships for work and study in France are awarded each year to American artists in various disciplines and to art museum curators. Fellowship are awarded to outstanding mid-career professionals. They cover residencies of up to one year in France. (202/682-5562)

Office for Special Constituencies

The Office for Special Constituencies assists individuals and nonprofit organizations in making arts activities accessible to older adults and to disabled and institutionalized populations. As part of its advocacy and technical assistance efforts, model project guidelines are developed with Endowment programs to encourage projects that demonstrate innovative ways to make the arts accessible. Please call or write the Office concerning model project guidelines, technical assistance materials relating to accessibility, or for assistance in developing accessible programs. (202/682-5531 or 202/682-5496 Voice/TTY).

If you are applying under Design Advancement for a design project, you should refer to the Uniform Federal Accessibility Standard (UFAS) for guidance in making your building accessible. Free copies of UFAS and other information about barrier-free design in Federally-supported construction programs are available from:

Architectural and Transportation Office of Technical Service
Barriers Compliance Board
330 C Street, S.W.
Washington, D.C. 20201
202/472-2700 (Voice/TTD)

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DOES NOT
CIRCULATE

**Application
Guidelines
Fiscal Year
1988**

- Architecture
- Landscape Architecture
- Urban Design, Historic
Preservation, and Planning
- Interior Design
- Industrial Design
- Graphic Design
- Fashion Design

Design Arts

88

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Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Design Advancement			
Project Grants for Organizations	April 10, 1987 Oct. 1, 1987	Nov. 1987 May 1988	Dec. 1, 1987 June 1, 1988
Project Grants for Individuals	Sept. 1, 1987 March 10, 1988	Feb. 1988 Aug. 1988	March 1, 1988 Sept. 1, 1988
Distinguished Designer Fellowships	Sept. 1, 1987*	Feb. 1988	March 1, 1988
Grants to Organizations Awarding Design Fellowships	March 10, 1988	Aug. 1988	Sept. 1, 1988
Design Program Grants to State and Regional Arts Agencies	April 10, 1987 Oct. 1, 1987	Nov. 1987 May 1988	Dec. 1, 1987 June 1, 1988

*NOTE: Nominations for Distinguished Designer Fellowships must be postmarked no later than July 1, 1987 for submission of an application under the September 1, 1987 deadline.

Completed applications, including all required supplementary materials, must be postmarked by the deadline dates. The Endowment will not be responsible for late materials. Letters of intent are not acceptable as substitutes for formal applications. Applicants may apply more than once and in more than one category. It is unlikely, however, that more than one grant award will be made to an applicant within a 12-month period.

Late applications will not be considered. Incomplete applications are unlikely to be funded.

NOTE: The supply of guidelines is limited. If you plan to submit more than one application to the Design Arts Program this year, you should duplicate the appropriate application form (NEA-3 for organizations and NEA-2 for individuals) found in the back of the booklet and retain a copy. Each application package must contain three clear copies of your completed application form; at least one of these must have original signatures. Please do not request additional copies of this booklet.

Design Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

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**Statement of Mission
National Endowment for the Arts,
continued**

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What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grant programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

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Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
202/682-5496 Voice/TTY

Visually impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Music Section
National Library Service
for the Blind and Physically Handicapped
The Library of Congress
Washington, D.C. 20542
202/287-9254

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

Introduction	4
We Fund	4
We Do Not Fund	4
Before You Begin	4
Application Review Process	5
National Theme: Design of Cities	6

Categories of Funding	7
Design Advancement	7
Distinguished Designer Fellowships	11
Grants to Organizations Awarding Design Fellowships	12
Design Program Grants to State and Regional Arts Agencies	13

Application Information for Organizations	14
A. How to Apply	14
Legal Requirements	16
Instructions for Completing Organization Grant Application Form NEA-3	17
B. Organization Grant Application Form NEA-3	19
Assurance of Compliance Form	23

Application Information for Individuals	25
A. How to Apply	25
B. Individual Grant Application Form NEA-2 (Rev.)	27

Other Programs of Interest	29
Application Acknowledgment Card	Back Cover

Introduction

The Design Arts Program of the National Endowment for the Arts promotes excellence in the design fields of architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design. This is done through grants for design projects that have the potential for producing results of exceptional merit and national or regional significance.

The Program supports projects involving design practice, media, theory and research, and education about design through the Design Advancement grant category. Organizations and individuals from all the design disciplines are eligible to apply. Within the Design Advancement grant category, we feature a National Theme: Design of Cities. This is not a grant category, but an area of special concern within the Design Advancement grant category (see page 7).

The Program also offers Distinguished Designer Fellowships and Grants to Organizations Awarding Design Fellowships. To stimulate additional interest in and support for design efforts at the regional, state, and local levels, the Program offers Design Program Grants to State and Regional Arts Agencies.

The Design Arts Program's grant categories and national theme are described in detail in the following pages. Read the guidelines completely before you start to fill out an application. Deadlines for grant applications are listed inside the front cover of these guidelines.

We Fund

- Innovative conceptual and schematic design projects.
- Design feasibility studies.
- Design competitions.
- Designer/artist collaborations.
- Design theory and research.
- Projects which demonstrate the benefits of excellent design.
- Projects which inform professionals, decision makers, or the general public about noteworthy design. Projects may include publications, audio-visual presentations, films, and conferences.
- Organizations awarding design fellowships.
- Projects in state and regional arts agencies to develop programs in the design arts.
- Fellowships for distinguished designers.

We Do Not Fund

- Major capital improvements and construction. (See "Other Programs of Interest/Challenge Grants," page 30).
- Debt reduction or elimination. (See "Challenge Grants, page 30.)
- General operating costs.
- College or university tuition.

Before You Begin

Look carefully at the grant categories in these guidelines to be sure that your project fits into one of them, that you meet the eligibility requirements, and that you can meet the application deadline.

If you decide to apply for a grant, study "How to Apply/Organizations" on page 14 or "How to Apply/Individuals" on page 25, including any special application requirements that may be part of the grant category that interests you. These instructions tell what supporting material you will need to send with your completed application form. Do not send any material separately. Include all materials in your application package. Completeness, neatness, organization, and brevity are important factors in the evaluation of the overall application.

Late applications will be rejected. Incomplete applications are unlikely to be funded. If you have any questions or need help with your application, the Program staff will assist you. Write or telephone:

Design Arts Program
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

Grant Amounts

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The applicant may need to reduce the scope of the project or find more funds from sources other than the Endowment.

Matching Funds

Grants for organizations may be used to pay no more than half the total cost of any project. Applicants are encouraged to provide required matching funds primarily from cash contributions or earned income, although in-kind contributions may also be used as a partial match.

Grants to individuals do not require matching funds.

Period of Support

Grants are generally awarded for a 12-month period.

Scope of Projects

The Design Arts Program welcomes applications with ideas for innovative projects and activities, as well as those seeking to strengthen existing projects. We discourage proposals for projects that can be sustained only with continued Endowment funding.

Access

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. For more information, see "Other Programs of Interest/Office for Special Circumstances" on page 30.

Continued Support

Applications are evaluated on their merits and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Project Location

Generally all projects supported by the Endowment must be undertaken within the fifty states, the District of Columbia, Puerto Rico, Guam, American Samoa, the Virgin Islands, or the Northern Marianas. Exceptions may be made if they can be justified in terms of benefits to the United States.

Final Reports

At the end of the grant period, the Endowment requires final reports from all grantees. Complete instructions for preparing the reports are sent to all grantees. While it is not required, we encourage all grantees to keep us informed about their progress and any new developments which arise after the Final Reports are filed.

Grantees who have not completed their projects but wish to apply for new grants must submit interim status reports along with their applications.

Grantees who have failed to submit required Final Reports for all completed Design Arts Program grants since (and including) Fiscal Year 1984 are not eligible for subsequent funding.

Acknowledgment of Endowment Support

Grantees should credit the National Endowment for the Arts on announcements that refer to the project and on all work, such as published materials or films, that results from the grant.

Application Review Process

The appropriate Design Arts Panel, a rotating committee of design experts, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Please do not seek information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

If you are awarded a grant, you may request full or partial payment, depending on the nature and schedule of the activity. Details will accompany the grant award letter.

Periodically, the Design Arts Program establishes a national theme in response to emerging and significant issues in the field. The purpose is to encourage designers to apply their skills and knowledge in areas where their contributions may be particularly timely or important.

In 1988, the Program will continue its focus on cities. The National Theme: Design of Cities is an incentive for applicants to consider projects, activities, and investigations that address this concern.

Note that the national theme is not a grant category, nor is it exclusive. Proposals will be funded on their merits, in competition with those addressing other issues, through the Design Advancement grant category for individuals and organizations (see page 7).

Within its overall concern for design quality, the National Endowment for the Arts has an abiding interest in cities, by which we mean not just large urban settlements, but all environments created when and where people gather. Whether a major metropolis, rural village, suburban shopping center, public square, or transit stop, these places are the public realm in which we live and work. And they present what may be the most critical challenge to designers today: designing the public realm to better serve and inspire its citizens.

Designing cities or, more broadly, the public realm, is a challenge for all the design arts. Architects, landscape architects, urban designers and planners, historic preservationists, and industrial, graphic, and interior designers all contribute to the design of public environments and the artifacts within them. For our experience of a public place does not come from its architecture alone; it derives from space as well as buildings, movement as well as signs, sound as well as vision, trees as well as streets. It is the totality of a place that influences our experience.

The Endowment, in selecting the design of cities as its national theme, is seeking to encourage designers to find ways to improve the quality of urban design and the public realm. Although cities are shaped by an accumulation of design decisions, intended and unintended, made by many people, professional designers have a special role to play. They can identify the natural, cultural, and aesthetic elements that lend character and distinction to a place and propose design strategies to strengthen the quality of a specific environment. By helping others to assess, visualize, and debate alternatives to change, designers can make a critical difference.

The Endowment invites organizations and individuals to submit proposals for design projects that will lend identity, vitality, quality, and meaning to public places. For example, a project might identify and map an area's physical resources—such as a riverfront, historic neighborhood, park system, industrial artifacts, or harbor—and develop innovative zoning or design proposals to protect, enhance, and enliven them. Projects addressing specific features of public places—signs, seating areas, or paving patterns, for example—are also welcome. Project proposals might include a media project, exhibition, working design, conference, workshop series, demonstration project, or research. An applicant could also propose a project that combines any of these activities into one overall project.

In recent years the American people, from elected officials to neighborhood residents to business leaders, have become increasingly concerned about the quality of our cities and the public realm. In some cases it has evolved in reaction to places that seem disorienting, dispirited, or demeaning. In others it has reflected a renewed commitment to the quality of public environments. The National Endowment for the Arts shares in this commitment to the public realm and is confident that greater emphasis upon design can yield significant benefits for American cities and towns. Through the national theme, we hope to encourage excellence and ingenuity in the design of public environments of every scale.

Categories of Funding

The Design Arts Program has one main grant category, which offers Project Grants for Organizations and Project Grants for Individuals. This category is Design Advancement and it is described in the following section.

In addition, the Program offers Distinguished Designer Fellowships, Grants to Organizations Awarding Design Fellowships, and Design Program Grants to State and Regional Arts Agencies. Descriptions of these categories begin on page 13.

Design Advancement

This category supports grants that advance the state of the art through design practice, theory and research, media, and education about design. Open to individuals and organizations, it encompasses and welcomes applications in all design disciplines: architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design.

The purpose of Design Advancement is to focus on design itself. We invite proposals for projects that involve a single design discipline, several design disciplines, or collaborations between designers and other artists.

Design Advancement grants may, for example, seek to advance our understanding of a specific design discipline, produce a new graphic system, undertake a conceptual design project, study the theory of landscape architecture, perform multi-disciplinary research to improve design evaluation, stimulate critical debate, or produce a film on design issues of national concern. Special subjects, such as the exploration of design issues relating to the 500th anniversary in 1992 of Christopher Columbus' first voyage of discovery to the New World—the Quincentenary—will also be considered under Design Advancement.

Proposals that address National Theme issues may include such activities as a project to help a city visualize the effect of change before it occurs, assess the visual implications of a new zoning ordinance, or test alternative urban design approaches. Projects may also include a study to define the elements that lend a city its aesthetic coherence, focusing on its rivers, landmarks, squares, or monuments, and developing criteria to strengthen them. Projects could also include a design competition for a new city hall, the design of a new parks system, or a project to revitalize a downtown waterfront or small-town center.

Collaboration Between Artists and Designers

In recent years, there has been increasing interest in the possibilities for collaborative efforts between visual artists and design professionals. In order to encourage excellence in the fusion of public art and the design of public places, to increase communication and cooperation between visual artists and design professionals, and to cause the melding of ideas and experience, the Design Arts and Visual Arts Programs are jointly soliciting applications for exemplary public projects which involve a collaborative working relationship between visual artists and design professionals. Organizations should contact the Design Arts Program (202/682-5437) for more information.

International Exchange Fellowships

For each of the following exchange programs, applicants must apply to the Design Arts Program and meet all application requirements as outlined in the Design Advancement Project Grants for Individuals. In addition, project descriptions must reflect activities for which residence in the foreign country would be advantageous. For more information, contact the Design Arts Program (202/682-5437).

Five fellowships for work and study in Japan are awarded each year to American artists from all the various discipline programs. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their fields. They cover six- to nine-month residencies in Japan.

Up to ten fellowships for work and study in France are awarded to American artists from all the various discipline programs and to museum curators. Fellowships are awarded to outstanding mid-career professionals. They cover residencies of up to one year in France.

Design Advancement,
continued
Eligibility

All applicant organizations (including local and state governments, community or neighborhood organizations, colleges and universities, and independent nonprofit groups and institutions) must meet the legal requirements on page 16.

Project Grants for Individuals are open to both professional designers and other individuals working in design. Awards are made only to United States citizens or permanent residents of the U.S.

Students enrolled in academic institutions are eligible for Project Grants for Individuals. Grant funds, however, may not be used for tuition or other non-project-related expenses. Applicants may receive a grant and continue to teach or work.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Design Arts Program grants since (and including) Fiscal Year 1984.

Grant Amounts and
Matching Funds

Design Advancement Project Grants for Organizations are available in amounts up to \$40,000. The minimum grant generally will not be less than \$5,000. Each grantee must match the funds on at least a one-to-one basis. In rare instances, an application for a design competition may exceed \$40,000 (see page 9 for further information).

Design Advancement Project Grants for Individuals are available in amounts up to \$10,000. The minimum grant generally will not be less than \$5,000. Grants for individuals do not require matching funds.

Review Criteria

In reviewing applications, panelists consider the following:

- Quality of the project.
- National or regional significance of the project.
- Applicant's ability to clearly describe the project and procedure.
- Demonstrated ability to carry out the project.
- Indication that the project can be sustained in the future without continued Endowment funding.
- Presentation and quality of written and visual materials.
- Applicant's ability to meet the relevant Special Application Requirements (see below).

Deadline and
Announcement Dates

Deadlines for organizations and individuals are listed inside the front cover of these guidelines.

Special Application
Requirements

Applicants should send the material specified in "How to Apply/Organizations" (see page 14) or "How to Apply/Individuals" (see page 25) and the material specified below.

Projects to produce a design:

If you propose work which includes hiring a designer or supporting a designer/artist collaboration to create a new building, renovate an old one, prepare an urban design plan, design an interior, visualize a landscape, develop a graphic system, or undertake any other design project, you should:

1. Present the qualifications and portfolio of the participating designer(s) or other artist(s). If the designer(s) has not yet been selected for your project, then the panel will look carefully at your plans for selecting a designer.
2. Assess the impact of the design project on the community and its regional or national significance.
3. Provide photographs and/or drawings of the site or the existing conditions which you propose to change.
4. Provide evidence of support from organizations and individuals affected by the project.
5. Indicate plans for implementing barrier-free design (see "Special Constituencies" on page 30).

Theory and research projects:

If you propose work which includes an exploration of the aesthetic, economic, social, theoretical, philosophical, or cultural criteria for design or design evaluation, you should include an expanded narrative description in which you:

1. Describe the topic for research or theoretical development, its significance and contribution to the design field.
2. Describe the theoretical or research objectives; the research design, including methods and concepts; the project schedule; expected products and accomplishments; and plans for dissemination.
3. Demonstrate your familiarity with related work, your expertise in relation to the proposed work, and your ability to carry it out.

Communication projects:

If you propose work which includes media components (such as writing and producing a publication, exhibit, film, or audio-visual presentation), or a conference or workshop, you should:

1. Describe the need for the project and the benefits it will provide.
2. Describe the audience targeted, its size, and what you expect it to gain from your project, the method and schedule for distribution, and the effectiveness of your plan for reaching that audience.
3. Provide a plan of how you will publish or produce the final product.
4. Describe your method for evaluating the results of your effort, such as sales requests for copies, educational objectives achieved, or other means.
5. Provide samples of previous work by the writer, filmmaker, audio-visual artist, conference coordinator, and others involved in the project.

Design competitions:

If your organization applies for a Design Advancement grant, you may wish to consider sponsoring a design competition. (NOTE: Individuals are not eligible to apply to conduct a design competition.) Competitions can increase public awareness of the design process. They often produce new ideas and help to involve new talent as well. Materials on organizing and conducting design competitions are available from the Design Arts Program.

To be effective, design competitions must be properly organized and managed. Prizes, juries, and competition rules must be fair and sponsors must be sure the rules are clearly understood in advance.

The Endowment provides support for two levels of competitions. Matching grants ranging between \$5,000 and \$40,000 are available in the Design Advancement category. In addition, the Program offers matching grants of up to \$100,000 for design competitions of national or international significance.

If your organization wishes to apply for an amount larger than \$40,000, it must send a letter of intent to the Design Arts Program at least six weeks before the application deadline.

All applications for design competitions should include the following information:

1. A detailed work plan giving a timetable and budget breakdown. Outline how the competition will proceed and provide a plan for follow-up on competition results, press coverage, publication dissemination, and awards.
2. A design program detailing the nature and scope of the design problem. If a program has not yet been developed, describe how it will be produced.
3. The qualifications of a professional competition advisor or the criteria for selecting one. The budget should include a professional fee for the competition advisor.
4. A list of potential jurors, including local participants and the means by which they will be selected.
5. A description of competition awards, including cash prizes, contracts for completing the project, or other appropriate compensation, and a schedule for making such awards or compensation available to the competition winners or finalists.
6. If the competition will result in construction or fabrication, an assessment of the availability of funds for completing the work.

Distinguished Designer Fellowships

A limited number of one-time fellowships of \$20,000 will be awarded to individuals who have made extraordinary contributions to design and who show promise for future contributions. These fellowships are intended for professional designers and others who have expanded the boundaries of American design and whose continued presence in the design world is invaluable to younger designers. We hope these awards will allow recipients to take time away from daily professional or academic activities and engage in the exploration and synthesis of ideas and new approaches to design.

Eligibility

Applicants must be thoroughly experienced in their fields of design and give evidence of outstanding achievements and contributions over a substantial, active career.

Awards are made only to United States citizens or permanent residents of the U.S. Individuals may receive a Distinguished Designer Fellowship only once.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Design Arts Program grants since (and including) Fiscal Year 1984.

Fellowship Amounts

One-time fellowships of up to \$20,000 are awarded.

Review Criteria

In reviewing applications, panelists consider the following:

- Contributions to the field.
- Outstanding record of accomplishments.
- Potential for future contributions to the field.
- Quality of proposal.

Deadline and Announcement Dates

Fellowships are offered once each year. The nomination and application deadlines are listed inside the front cover of these guidelines.

Special Application Requirements

Individuals who wish to nominate a candidate should send a letter to the Design Arts Program/Distinguished Designer Fellowships providing background on the candidate (including address and telephone number). The Program will contact each nominee with information on how to submit a formal application. The letter of nomination will be included as a support letter in the final application.

Nominees, as well as direct applicants, must submit formal applications, which should include the material described in "How to Apply/Individuals" (see page 25) and the following:

- A description of your life work emphasizing your contribution to the design field and anticipated future directions.
- Representative samples of your past work.
- A bibliography of publications; a list of articles by you or about your work; and, where possible, copies of the publications or articles.

**Grants to Organizations Awarding
Design Fellowships**

This category assists organizations which provide design fellowships. The purpose is to broaden the base of support for American designers and to nourish their professional growth.

A small number of grants will be made under one deadline per year on a competitive basis. Organizations wishing to submit an application under this category should read "How to Apply/Organizations" on page 14.

Eligibility

All applicant organizations must meet the legal requirements on page 16.

To be eligible for support, former grantees must have submitted required Final Reports for all completed Design Arts Program grants since (and including) Fiscal Year 1984.

**Grant Amounts and
Matching Funds**

Grants to organizations are available in amounts up to \$50,000. The minimum grant generally will not be less than \$15,000. Grants are awarded on a one-to-one matching basis. Funds may not be used to support college or university tuition.

Review Criteria

In reviewing applications, panelists consider the following:

- Standards for fellowship recipients.
- Quality of selection process.
- The quality of previous fellowship recipients, if applicable.
- Potential of project to contribute to the design field.
- Support from other sources.

**Deadline and
Announcement Dates**

The deadline is listed inside the front cover of these guidelines.

Design Program Grants to State and Regional Arts Agencies

The Program encourages state and regional arts agencies to develop design arts programs and offers planning grants for this purpose. Few state arts agencies have programs in design. We believe that stimulating design programs at the state and regional levels is an important way to develop a broader base for public awareness and support of excellence in design in America.

Eligibility

Special design arts planning grants are available only to state and regional arts agencies.

To be eligible, state and regional arts agencies must be operating under a plan approved by the Endowment. Regional organizations whose member state arts agencies are grantees or applicants under this category may also apply for their own activities in this area.

To be eligible for support, former grantees must have submitted required final reports for all completed Design Arts Program grants since (and including) Fiscal Year 1984.

State and regional arts agencies are eligible to receive funding under this grant category only once. They are, of course, eligible to apply for projects under other categories.

To apply for a special design arts planning grant, see "How to Apply/Organizations" on page 14.

Grant Amounts and Matching Funds

Special design arts planning grants are available in amounts up to \$15,000. The minimum grant generally will not be less than \$5,000. Grants are awarded on a one-to-one matching basis. Such grants may be used to support a design arts coordinator, expert consultants, or advisory panels assisting in planning the development of design arts programs within state and regional agencies.

Review Criteria

In reviewing applications, panelists consider the following:

- Quality of the proposal.
- Commitment and creativity of efforts to improve design in the state or region.
- Qualifications of those involved in the project.
- Ability to raise matching funds.

Deadline and Announcement Dates

The deadlines are listed inside the front cover of these guidelines.

How to Apply

Mail by the deadline the following materials, as well as those listed in Special Application Requirements for your specific category, to:

Grants Office/DAP, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of Organization Grant Application Form NEA-3 (Rev.). You should also make a copy of the completed form to keep for your files.

(NOTE: This booklet contains one copy of the Organization Grant Application Form NEA-3 (Rev.) on pages 19-22. We cannot supply more copies of this booklet. If you want to apply for more than one project, please make photocopies of the blank application form. You must submit three clear copies; at least one of these must have original signatures.)

The Program emphasizes that the Summary of Project Description (Section IV) on Application Form NEA-3 (Rev.) is crucial in the application review process.

Please take care in writing a clear, concise summary description of your project in the space provided on the application form. The Design Arts Panel's initial recommendation is based on this statement. Use standard size type. Do not use photoreduction to fit more into this box. The description should be a straightforward, clearly written statement. It should start with a very brief project title, which should be underlined. You may supplement the summary with a detailed narrative.

2. **One copy** of the resumes of key personnel who will work on the project. (Key personnel should include the project director, the architect, the designers, planners, or others directly involved with the project.)
3. **One copy** of any supplemental material you wish to submit. This could include a work plan listing tasks and a timetable; material describing the quality of the work of the organization; background research on your project; other relevant community activities; or visual material such as maps, drawings, photographs, slides, or films. You should also include a contents sheet, listing the materials submitted, as a guide for reviewers. The panel is particularly interested in visual material. Please do not send large or bulky materials. Nothing will be returned.

The quality of your submission package reflects your ability to accomplish the work. The panel appreciates clarity and brevity.

4. **One copy** each of at least three letters supporting your application. These should come from people who know about you and your project and from people you hope will benefit from it.

5. **Two copies** of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying your organization as a unit of either a state or local government.
6. **One copy** of the Assurance of Compliance form on page 23. All applicants must submit a completed form whether or not one has been submitted previously.
7. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
8. **Three copies** each of required Final Reports for a completed Design Arts Program grants since (and including) Fiscal Year 198... if not previously submitted.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment-supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

¹Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201.

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964¹ the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority² participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

¹Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

²"Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

- I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.
- II. **Category under which support is requested.** Please indicate the appropriate category by checking one of the following categories at the top of the application:

Design Advancement Project Grants for Organizations
Grants to Organizations Awarding Design Fellowships
Design Program Grants to State and Regional Arts Agencies
- III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to 12 months or less.
- IV. **Summary of project.** In the space provided, please give your project a brief title (underline this on the form) and *specify clearly* how the requested funds will be spent. In developing this summary, you should refer to the Review Criteria as well as the Special Application Requirements listed under specific grant categories. Make clear what you propose, why it is significant, and what your qualifications are to accomplish the work.
- V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.
- VI. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction IX for further explanation.
- VII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest \$100. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants and Revenues"), equal the total cost of the project.
- VIII. **Organization total fiscal activity.** If the applicant is part of a larger organization (e.g. a university or city), include only expenses of the specific department or program.
 - A. **Expenses** should include Arts Endowment projects funded and anticipated.
 - B. **Revenues, grants & contributions** should include Endowment grants received and anticipated.
- IX. **Budget breakdown of summary of estimated costs.**
 - A. **Direct costs** are those which can be specifically identified with the project.
 1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 16. Fringe benefits may be included here only if not included as indirect costs.

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$500 with an estimated useful life of less than two years.
 3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.
 4. **Permanent equipment** includes purchased equipment costing \$500 or more with an estimated useful life of two years or more. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.
 5. **Fees for services and other expenses** include consultant and artist fees, honoraria, contractual services, rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.
- B. Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency.
- X. Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.
- A. Contributions:**
1. **Cash** donations anticipated for this project. This can include cash from the applicant organization's operating budget for the salary of staff who will be working on the project and other expenses in the Total Project Costs.
 2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions include such items as donated time, services, equipment, and facilities. They must also be reflected in the Total Project Costs.
- B. Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specific amount of money for a specified purpose.
- C. Revenues** include all other funds, regardless of source, expected to be used on this project.
- XI. State Arts Agency notification** urges each applicant to advise his or her state arts agency that this application is being made.
- XII. Certification** must be signed by an official of the applicant organization with legal authority to obligate the organization.

Design Arts

Organization Grant Application Form NEA-3 (Rev.)

Three clear copies must be submitted to: Grants Office/DAP, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (Name, address, zip)

II. Category under which support is requested:

- Design Advancement
Project Grants for Organizations
- Grants to Organizations
Awarding Design Fellowships
- Design Program Grants to State
and Regional Arts Agencies

III. Period of support requested:

Starting _____
month day year

Ending _____
month day year

IV. Summary of project description (Complete in space provided. DO NOT reduce copy or continue on additional pages.)

TITLE (Please underline):

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

Total costs of project

A. Direct costs

Salaries and wages _____ \$ _____

Fringe benefits _____

Supplies and materials _____

Travel _____

Permanent equipment _____

Fees and other _____

Total direct costs \$ _____

B. Indirect costs

_____ \$ _____

Total project costs \$ _____

(rounded to nearest \$100)

VII. Total amount requested from the National Endowment for the Arts

\$ _____

VIII. Organization total fiscal activity

Most recently completed fiscal period

Estimated for current fiscal period

A. Expenses

1. \$ _____ 2. \$ _____

B. Revenues, grants, & contributions

1. \$ _____ 2. \$ _____

Do not write in this space



Assurance of Compliance with National Endowment for the Arts Regulations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination of 1975, and Title IX of the Education Amendments of 1972.

_____ (hereinafter called the "Applicant")
Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any program or activity receiving Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. The Age Discrimination Act of 1975 provides for nondiscrimination in Federally assisted programs or activities on the basis of age. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the four statutes referred to herein.

How to Apply

Mail by the deadline the following material, as well as any listed in "Special Application Requirements" for your specific category, to:

Grants Office/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of Individual Grant Application Form NEA-2 (Rev.). You should also make a copy of the completed form to keep for your files.

(NOTE: This booklet contains one copy of the Individual Grant Application Form NEA-2 on pages 27-28. We cannot supply more copies of this booklet. If you want to apply for more than one project, please make photocopies of the blank application form. You must submit three clear copies; at least one of these must have original signatures.)

In "Description of proposed activity" (Section 9 of the form), applicants under Distinguished Designer Fellowships should show how this award will benefit their professional development and how they plan to schedule their time.

For applicants under Design Advancement Project Grants for Individuals, the Program emphasizes that the "Description of proposed activity" in Section 9 of the form is crucial in the application review process.

Please take care in writing a clear, concise summary description of your project in the space provided on the application form. Applicants under Design Advancement Project Grants for Individuals should start this description with a very brief project title, which should be underlined. Use standard size type. Do not use photoreduction to fit more into this box. The Design Arts Panel's recommendation is based first on this statement, and second on the relevance of support material describing the project in greater detail. The Amount Requested should be rounded to the nearest \$100.

2. **One copy** of your resume.
3. **One copy** of any supplemental material that you feel is pertinent and supportive of your application. Please keep in mind that your proposal will be reviewed in conjunction with others; consequently, brevity and relevance are often more effective than volume. You should include a contents sheet listing the materials submitted, as a guide for reviewers. Representative examples of your work may be submitted in the form of slides or photocopies and a maximum of five pages of text which further describes your proposal. Nothing will be returned.
4. **One copy** each of at least three letters supporting your application. Letters should discuss the importance of your project as well as your personal qualifications.
5. **One copy** of the Assurance of Compliance form on page 23. All applicants must submit a completed form whether or not one has been submitted previously.
6. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
7. **Three copies** each of required Final Reports for all completed Design Arts Program grants since (and including) Fiscal Year 1984, if not previously submitted.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

Privacy Act of 1974 requires us to furnish you with the following information:
 The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 25 AND THE SPECIAL APPLICATION REQUIREMENTS FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

16. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.
 Signature of applicant _____ x
 Date _____

15. Prizes/Honors received _____
 Membership in professional societies _____

14. Present employment

Employer	Position/Occupation	Salary

13. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

12. Education

Name of institution	Major area of study	Inclusive dates	Degree

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment Public Information Office.

Those programs which may be of particular interest to individuals involved in the design fields are described briefly below. For further information, call the number provided or write:

_____ (Appropriate Program Name)
 National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, D.C. 20506

Visual Arts

The Art in Public Places category is designed to make the best contemporary art accessible to the public. Applicant organizations may commission works in any medium by living American artists for permanent installation in interior or exterior spaces. The Program stresses the early participation of artists in site planning and design.

The Visual Arts Program also offers fellowships to practicing professional artists working in a wide variety of visual media; assists organizations originated by and for artists or which further their interests; and supports workshops, residencies, and other projects that promote discourse among visual artists and between artists and the public. (202/682-5448)

Museums

The Museum Program offers assistance to museums for special exhibitions, catalogues, and conservation. It also enables museums to engage consultants to identify problems and recommend solutions in the areas of storage of collections, security, and climate control and to undertake related renovation projects. (202/682-5442)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. Among those organizations assisted are a number of media arts centers which provide regional access to exhibition and production equipment and facilities as well as other media resources. (202/682-5452)

Arts in Education

The Arts in Education Program is designed to advance the arts as a part of basic education through cooperative planning and programming by Federal, state and local arts, arts education, and education agencies, organizations, and personnel. For more information, contact your state arts agency or the Endowment's Arts in Education Program (202/682-5426).

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner city, rural, or tribal community. (202/682-5443)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines and have national or regional impact. This includes presenting organizations, artists' colonies, service organizations, and interdisciplinary arts projects. (202/682-5444)

National Endowment Arts Management Fellowships

The National Endowment Arts Management Fellowships bring arts administrators to the Endowment's offices in Washington, D.C. Participants work as members of the Endowment staff and attend seminars and meetings with arts leaders. (202/682-5786)

Challenge Grants

Challenge II Grants are designed to help arts institutions broaden the base and increase the level of contributed support from nonfederal sources. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. Applicants are expected to have comprehensive, long-range institutional development plans and fundraising strategies at the time of application. (202/682-5436)

Challenge III Grants are designed to assist projects with long-term potential to help move the nation forward in achieving excellence in the arts, and access to, and appreciation of such excellence, both directly and through nonfederal mechanisms for the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and nonfederal support. (202/682-5436)

Advancement

The Advancement III Program (202/682-5436) is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases—Phase One: Planning/Technical Assistance and Phase Two: Matching Advancement Grants (generally ranging from \$25,000 to \$75,000) which must be matched at least three to one during the 30-month maximum grant period. Current plans call for eligibility according to the following timetable.

Fiscal Year 1988: Dance, Design Arts, Folk Arts, Literature, Media Arts,
Opera-Musical Theater, and Visual Arts;

Fiscal Year 1989: Arts in Education, Expansion Arts, Inter-Arts, Museums, Music,
and Theater.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5531 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402, for \$3.75 each (specify stock number 036-000-00047-3).

If you are applying under Design Advancement for a design project, you should refer to the Uniform Federal Accessibility Standard (UFAS) for guidance in making your building accessible. Free copies of UFAS and other information about barrier-free design in Federally-supported construction programs are available from:

Architectural and Transportation Office of Technical Service
Barriers Compliance Board
330 C Street, S.W.
Washington, D.C. 20202
202/472-2700 (Voice/TDD)

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**National
Endowment
for the Arts**



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**Application
Guidelines
Fiscal Year
1989**

Architecture
Landscape Architecture
Urban Design, Historic
Preservation, and Planning
Interior Design
Industrial Design
Graphic Design
Fashion Design

Design Arts

89

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Design Advancement Project Grants for Organizations	April 11, 1988 Oct. 3, 1988 *	Nov. 1988 May 1989	Dec. 1, 1988 June 1, 1989
Project Grants for Individuals	Sept. 1, 1988 March 10, 1989	Feb. 1989 Aug. 1989	March 1, 1989 Sept. 1, 1989
Distinguished Designer Fellowships	Sept. 1, 1988 **	Feb. 1989	March 1, 1989
USA Fellowships	Sept. 1, 1988 March 10, 1989	Feb. 1989 Aug. 1989	March 1, 1989 Sept. 1, 1989
Grants to Organizations Awarding Design Fellowships	March 10, 1989	Aug. 1989	Sept. 1, 1989
Design Program Grants to State and Regional Arts Agencies	April 11, 1988 Oct. 3, 1988	Nov. 1988 May 1989	Dec. 1, 1988 June 1, 1989

* Applicants for Design Arts/Visual Arts Collaborations must use this deadline.

** NOTE: Nominations for Distinguished Designer Fellowships must be post-marked no later than July 1, 1988, for submission of an application under the September 1, 1988, deadline.

Completed applications, including all required materials, must be post-marked by the deadline dates. The Endowment will not be responsible for late materials. Letters of intent are not acceptable as substitutes for formal applications. Under the deadlines listed above, an individual may apply to only one category (Design Advancement Project Grants for Individuals, USA Fellowships, or Distinguished Designer Fellowships). An organization may apply more than once and in more than one category. It is unlikely, however, that more than one grant award will be made to an applicant within a 12-month period.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

NOTE: The supply of guidelines is limited. If you plan to submit more than one application to the Design Arts Program this year, you should duplicate the appropriate application form (NEA-3 for organizations and NEA-2 for individuals) found in the back of the booklet and retain a copy. Each application package must contain three clear copies of your completed application form; at least one of these must have original signatures. Please do not request additional copies of this booklet.

Design Arts Program, Room 625
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

Preface

The National Endowment for the Arts, an independent agency of the Federal government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us – for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government. . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent. . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

**Statement of Mission
National Endowment for the Arts,
continued**

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What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grant programs and a wide range of leadership and advocacy activities. The Endowment also serves as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf Persons - 202/682-5496

Visually and learning-impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5532
202/682-5496 Voice/TDD

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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Table of Contents

Introduction	4
We Fund	4
We Do Not Fund	4
Before You Begin	5
Application Review Process	6
National Theme: Design of Cities	7

Categories of Funding	8
Design Advancement	8
USA Fellowships	12
Distinguished Designer Fellowships	13
Grants to Organizations Awarding Design Fellowships	14
Design Program Grants to State and Regional Arts Agencies	15

Other Programs of Interest	16
-----------------------------------	-----------

Application Information for Organizations	18
A. How to Apply	18
Instructions for Completing Organization Grant Application Form NEA-3	20
Legal Requirements	23
B. Organization Grant Application Form NEA-3 Assurance of Compliance Form	25
	29

Application Information for Individuals	31
A. How to Apply	31
B. Individual Grant Application Form NEA-2 (Rev.)	33

Application Acknowledgment Card	Back cover
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Introduction

The Design Arts Program of the National Endowment for the Arts promotes excellence in the design fields of architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design. This is done through grants for design projects that have the potential for producing results of exceptional merit and national or regional significance.

The Program supports projects involving design practice, media, theory and research, and education about design through the Design Advancement grant category. Organizations and individuals from all the design disciplines are eligible to apply. Within the Design Advancement grant category, we feature a national theme, Design of Cities. This is not a grant category, but an area of special concern within the Design Advancement grant category (see page 7).

The Program also offers USA Fellowships, a new category to support independent study for designers in mid-career, and a few Distinguished Designer Fellowships to designers who have made outstanding contributions to the design field over the course of their careers. Another category, Grants to Organizations Awarding Design Fellowships, is basically a regranteeing program by which the Design Arts Program gives financial assistance to a few organizations that award fellowships to American designers. Finally, to stimulate additional interest in and support for design efforts at the regional, state, and local levels, the Program offers Design Program Grants to State and Regional Arts Agencies.

The Design Arts Program's grant categories and national theme are described in detail in the following pages. Read the guidelines completely before you start to fill out an application. Deadlines for grant applications are listed inside the front cover of these guidelines.

We Fund

- Projects that advance our thinking about design and the design process.
- Innovative conceptual and schematic design projects.
- Design feasibility studies.
- Design competitions.
- Designer/artist collaborations.
- Design theory and research.
- Projects that demonstrate the benefits of excellent design.
- Projects that inform professionals, decision-makers, or the general public about noteworthy design. Projects may include publications, audio-visual presentations, films, and conferences.
- Organizations awarding design fellowships.
- Projects in state and regional arts agencies to develop programs in the design arts.
- Fellowships for independent study by mid-career designers.
- Fellowships for distinguished designers.

We Do Not Fund

- Major capital improvements and construction. (See "Other Programs of Interest/Challenge Grants," page 17.)
- Debt reduction or elimination. (See "Challenge Grants," page 17.)
- General operating costs.
- College or university tuition.

Look carefully at the grant categories in these guidelines to be sure that your project fits into one of them, that you meet the eligibility requirements, and that you can meet the application deadline.

If you decide to apply for a grant, study "How to Apply/Organizations" on page 18 or "How to Apply/Individuals" on page 31, including any special application requirements that may be part of the grant category that interests you. These instructions tell what supporting material you will need to send with your completed application form. Do not send any material separately. Include all materials in your application package. Completeness, neatness, organization, and brevity are important factors in the evaluation of the overall application.

Late applications will be rejected. Incomplete applications are unlikely to be funded. If you have any questions or need help with your application, the Program staff will assist you. Write or telephone:

Design Arts Program, Room 625
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

Grant Amounts

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The applicant may need to reduce the scope of the project or find more funds from sources other than the Endowment.

Matching Funds

Grants for organizations may be used to pay no more than half the total cost of any project. Applicants are encouraged to provide required matching funds primarily from cash contributions or earned income, although in-kind contributions may also be used as a partial match.

Grants to individuals do not require matching funds.

Period of Support

Grants are generally awarded for a 12-month period. However, the period of support should accurately reflect the actual time necessary to complete the project.

Scope of Projects

The Design Arts Program welcomes applications with ideas for innovative projects and activities, as well as those seeking to strengthen existing projects. We discourage proposals for projects that can be sustained only with continued Endowment funding.

Access

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. For more information, see "Other Programs of Interest/Office for Special Constituencies" on page 17.

Continued Support

Applications are evaluated on their merits and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Project Location

Generally all projects supported by the Endowment must be undertaken within the fifty states, the District of Columbia, Puerto Rico, Guam, American Samoa, the Virgin Islands, or the Northern Marianas. Exceptions may be made if they can be justified in terms of benefits to the United States.

Final Reports

At the end of the grant period, the Endowment requires Final Report packages from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter. While it is not required, we encourage all grantees to keep us informed about their progress and any new developments which arise after the Final Reports are filed.

Grantees who have failed to submit the required Final Report packages for previous grants from any Arts Endowment Program are not eligible for subsequent funding. Any Final Reports not previously submitted and required to establish funding eligibility under these guidelines must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Do not include Final Reports as part of your new application package.

Taxability of Fellowships

The Internal Revenue Code provides that the full amount of a Fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

**Acknowledgment of
Endowment Support**

Grantees should credit the National Endowment for the Arts on announcements that refer to the project and on all work, such as published materials or films, that results from the grant.

Application Review Process

The appropriate Design Arts Panel, a rotating committee of design experts, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decisions. Applicants are then notified.

Please do not seek information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

If you are awarded a grant, you may request full or partial payment, depending on the nature and schedule of the activity. Details will accompany the grant award letter.

From time to time the Design Arts Program establishes a national theme. Its purpose is to encourage designers to concentrate in areas that may be especially timely or important.

In 1989 the Program will continue the theme Design of Cities: Shaping the Public Realm.

Please note that the theme is not a grant category and does not exclude other topics. It is merely an incentive. Proposals that address the theme will be funded on their merits in competition with those addressing other issues. Proposals will be considered through the Design Advancement grant category for individuals or organizations (see page 8).

Within its overall concern for design quality, the National Endowment for the Arts maintains a strong interest in cities. By cities we mean not only large urban settlements but all public environments in which people gather. These places -- major metropolis, rural village, suburban shopping center, plaza, transit stop, street, public lobby -- make up the public realm in which we spend much of our lives. They are the sites at which we come together with others as members of a community.

The design of cities or, more generally, the design of this public realm, involves all the design arts. Architects, landscape architects, urban designers, city planners, historic preservationists, and industrial, graphic, fashion and interior designers all contribute to the quality of public environments and the artifacts within them.

In choosing the design of cities as its national theme, the Endowment is asserting that professional designers have much to offer the public realm. They can identify the causes of success or failure in a place and can create design strategies to improve it. Just as important, they can help others to imagine and debate design alternatives.

The Endowment invites organizations and individuals to submit proposals for design projects that will enhance public places. A project may address the character, scale, history, practicality, safety, beauty, meaning or any other aspect of a place. For example, a project might list and map the physical resources of an area such as a riverfront, a historic neighborhood, a park system, a harbor, or an industrial artifact and suggest zoning or design proposals to protect or improve it. A project might address specific features of public places--signage, seating, paving, planting, ornament, or many others. A project may propose a media event, an exhibition, a conference, a series of workshops, a design demonstration, a publication or a research program. Or it may combine any of these activities.

In recent years the American people, from elected officials to neighborhood advocates to business leaders, have become concerned about the quality of our cities and of the public realm. In some cases this concern has been a reaction to places that seem disorienting, dispirited, or demeaning. In others it has expressed a new commitment to the public environment. The National Endowment for the Arts shares this commitment to the public realm and believes that design can help transform American cities and towns. Through the national theme, we hope to encourage excellence and ingenuity in the design of public environments at every scale.

Categories of Funding

The Design Arts Program has one main grant category, which offers Project Grants for Organizations and Project Grants for Individuals. This category is Design Advancement, and it is described in the following section.

In addition, the Program offers USA Fellowships, Distinguished Designer Fellowships, Grants to Organizations Awarding Design Fellowships, and Design Program Grants to State and Regional Arts Agencies. Descriptions of these categories begin on page 12.

Design Advancement

This category supports grants that advance the state of the art through design practice, theory and research, media, and education about design. Open to individuals and organizations, it encompasses and welcomes applications in all design disciplines: architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design.

The purpose of Design Advancement is to focus on design itself. We invite proposals for projects that involve a single design discipline, several design disciplines, or collaborations between designers and other artists. For example, in the past, Design Advancement grants have been awarded for projects that sought to:

- Advance our understanding of a specific design discipline or process.
- Produce a new graphic system.
- Undertake a conceptual design.
- Study the theory of landscape architecture.
- Perform multi-disciplinary research to improve design evaluation.
- Stimulate critical debate.
- Produce a film on design issues of national concern.
- Produce a master plan for adapting an obsolete shoe factory into live/work space for visual artists.
- Demonstrate how urban design helps create a quality neighborhood.
- Promote an awareness of design excellence among government officials.
- Provide professional design advisors to help communities with their design problems.
- Explore the development of new interior design strategies for housing non-traditional households.
- Study the effect of climate on vernacular architecture.
- Support exhibitions documenting design excellence.
- Establish a resource library.
- Redesign a product so that handicapped persons can use it more conveniently.
- Explore historic styles of clothing and evaluate the effect of society's values on fashion design.
- Hold a national competition to design a bridge.
- Support collaborative efforts between visual artists and design professionals (see "Note" on page 9).

Design Advancement is not limited to projects of this nature; it is open to new ideas and approaches.

Proposals that address national theme issues may include such activities as a project to help a city visualize the effect of change before it occurs, assess the visual implications of a new zoning ordinance, or test alternative urban design approaches. Projects may also include a study to define the elements that lend a city its aesthetic coherence, focusing on its rivers, landmarks, squares, or monuments, and developing criteria to strengthen them. Projects could also include, for example, a design competition for a new city hall, the design of a new parks system, or a plan to revitalize a downtown waterfront or small-town center.

Special subjects, such as the exploration of design issues relating to the 500th anniversary in 1992 of Christopher Columbus' first voyage of discovery to the New World--the Quincentenary--will also be considered under Design Advancement.

(Continued on next page)

 Design Advancement,
continued

NOTE: In recent years, there has been increasing interest in the possibilities for collaborative efforts between visual artists and design professionals. In order to encourage excellence in the fusion of public art and the design of public places, to increase communication and cooperation between visual artists and design professionals, and to cause the melding of ideas and experience, the Design Arts and Visual Arts Programs are both soliciting applications for exemplary public projects which involve a collaborative working relationship between visual artists and design professionals.

The Design Advancement application deadline for collaborations between visual artists and design professionals is October 3, 1988. Applications may also be submitted under the Visual Arts Program's Art in Public Places category, the application deadline for which is October 14, 1988. For more information, organizations should contact the Design Arts Program (202/682-5437) or the Visual Arts Program (202/682-5448).

 Eligibility

All applicants for Design Advancement Project Grants for Organizations (including local and state governments, community or neighborhood organizations, colleges and universities, and independent nonprofit groups and institutions) must meet the legal requirements on page 23.

Design Advancement Project Grants for Individuals are open to professional designers and other individuals working in design. Awards are made only to United States citizens or permanent residents of the U.S.

Students enrolled in academic institutions are eligible for Project Grants for Individuals. Grant funds, however, may not be used for tuition or other non-project-related expenses. Applicants may receive a grant and continue to teach or work.

Under the deadlines in these guidelines, an individual may apply under only one of the following categories: Design Advancement Project Grants for Individuals, USA Fellowships, or Distinguished Designer Fellowships.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package.

 Grant Amounts and
Matching Funds

Design Advancement Project Grants for Organizations are generally available in amounts up to \$50,000. The minimum grant generally will not be less than \$5,000. Each grantee must match the funds on at least a one-to-one basis.

Design Advancement Project Grants for Individuals are available in amounts up to \$15,000. The minimum grant generally will not be less than \$5,000. Grants for individuals do not require matching funds.

 Review Criteria

In reviewing applications, panelists consider the following:

- Quality of the project.
- National or regional significance of the project.
- Applicant's ability to describe the project and procedure clearly.
- Demonstrated ability to carry out the project.
- Indication that the project can be sustained in the future without continued Endowment funding.
- Presentation and quality of written and visual materials.
- Applicant's ability to meet the relevant Special Application Requirements (see pages 10-11).

 Deadline and
Announcement Dates

Deadlines for organizations and individuals are listed inside the front cover of these guidelines.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

(Continued on next page)

For each of the following exchange programs, applicants must apply to the Design Arts Program and meet all application requirements as outlined for the Design Advancement Project Grants category. In addition, project descriptions must reflect activities for which residence in the foreign country would be advantageous. For more information, contact the Design Arts Program (202/682-5437).

Five fellowships for work and study in Japan are awarded each year to American artists from all the various discipline programs. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their fields. They cover six- to nine-month residencies in Japan.

Up to ten fellowships for work and study in France are awarded to American artists from all the various discipline programs and to museum curators. Fellowships are awarded to outstanding mid-career professionals. They cover residencies of up to one year in France.

Special Application Requirements

Applicants should send the material specified in "How to Apply/Organizations" (see page 18) or "How to Apply/Individuals" (see page 31).

In addition, applications for certain kinds of Design Advancement projects must be accompanied by special supporting materials. If your project fits any of the following categories, please follow these instructions.

Projects to produce a design:

If you propose work which includes hiring a designer or supporting a designer/artist collaboration to create a new building, renovate an old one, prepare an urban design plan, design an interior, visualize a landscape, develop a graphic system, or undertake any other design project, you must:

1. Present the qualifications and portfolio of the participating designer(s) or other artist(s). If the designer(s) has not yet been selected for your project, then the panel will look carefully at your plans for selecting a designer.
2. Assess the impact of the design project on the community and its regional or national significance.
3. Provide photographs and/or drawings of the site or the existing conditions which you propose to change.
4. Provide evidence of support from organizations and individuals affected by the project.
5. Indicate plans for implementing barrier-free design (see "Special Constituencies" on page 17).

Design competitions:

If your organization applies for a Design Advancement grant, you may wish to consider sponsoring a design competition. (NOTE: Individuals are not eligible to apply to conduct a design competition.) Competitions can increase public awareness of the design process. They often produce new ideas and help to involve new talent as well. Materials on organizing and conducting design competitions are available from the Design Arts Program.

To be effective, design competitions must be properly organized and managed. Prizes, juries, and competition rules must be fair, and sponsors must be sure the rules are clearly understood in advance.

(Continued on next page)

All applications for design competitions must include the following information:

1. A detailed work plan giving a timetable and budget breakdown. Outline how the competition will proceed and provide a plan for follow-up on competition results, press coverage, publication dissemination, and awards.
2. A design program detailing the nature and scope of the design problem. If a program has not yet been developed, describe how it will be produced.
3. The qualifications of a professional competition advisor or the criteria for selecting one. The budget should include a professional fee for the competition advisor.
4. A list of potential jurors, including local participants and the means by which they will be selected.
5. A description of competition awards, including cash prizes, contracts for completing the project, or other appropriate compensation, and a schedule for making such awards or compensation available to the competition winners or finalists.
6. If the competition will result in construction or fabrication, an assessment of the availability of funds for completing the work.

Research and theory projects:

If you propose work which includes an exploration of the aesthetic, economic, social, theoretical, philosophical, or cultural criteria for design or design evaluation, you must include an expanded narrative description in which you:

1. Describe the topic for research or theoretical development, its significance and contribution to the design field.
2. Describe the theoretical or research objectives; the research design, including methods and concepts; the project schedule; expected products and accomplishments; and plans for dissemination.
3. Demonstrate your familiarity with related work, your expertise in relation to the proposed work, and your ability to carry out the project.

Communication projects:

If you propose work which includes media components (such as writing and producing a publication, exhibit, film, or audio-visual presentation), or a conference or workshop, you must:

1. Describe the need for the project and the benefits it will provide.
2. Describe the audience targeted, its size, and what you expect it to gain from your project, the method and schedule for distribution, and the effectiveness of your plan for reaching that audience.
3. Provide a plan of how you will publish or produce the final product.
4. Describe your method for evaluating the results of your effort, such as sales requests for copies, educational objectives achieved, or other means.
5. Provide samples of previous work by the writer, filmmaker, audio-visual artist, conference coordinator, and others involved in the project.

USA Fellowships

A limited number of fellowships of up to \$20,000 will be awarded to outstanding designers and others involved in design-related activities. The fellowships, intended for those who are in mid-career, will support independent study and travel within the United States. They are available for those for whom a more extensive first-hand knowledge of the American built environment is not only of compelling interest but also critical to their work. The Program offers this opportunity to allow gifted individuals to take time away from daily professional or academic activities to explore American design--its origins, practices, and regional variations.

 Eligibility

Applicants must be in mid-career, thoroughly experienced in their fields of design, and must give evidence of outstanding achievements and contributions. Awards are made only to United States citizens or permanent residents of the U.S. Travel supported must be within the United States. Individuals may receive a USA Fellowship only once.

Under the deadlines in these guidelines, an individual may apply under only one of the following categories: Design Advancement Project Grants for Individuals, USA Fellowships, or Distinguished Designer Fellowships.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package.

 Fellowship Amounts

Fellowships of up to \$20,000 are awarded.

 Review Criteria

In reviewing applications, panelists consider the following:

- Qualifications of the applicant.
- Contributions to the field.
- Quality of the proposed project, including the appropriateness of the itinerary.
- Proposed budget.

 Deadline and
Announcement Dates

The application deadlines are listed inside the front cover of these guidelines.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

 Special Application Requirements

Individuals who wish to apply for a USA Fellowship must submit formal applications which must include the material described in "How to Apply/Individuals" (see page 31) and the following:

- In addition to your resume, a detailed description of your career accomplishments and future directions.
- Representative samples of your work.
- A detailed narrative of the project to be undertaken.
- A proposed travel itinerary.

A limited number of one-time fellowships of \$20,000 will be awarded to individuals who have made extraordinary contributions to design over the course of distinguished careers and who show promise for future contributions. These fellowships are intended for professional designers and others who have expanded the boundaries of American design and whose continued presence in the design world is invaluable to younger designers. We hope these awards will allow recipients to take time away from daily professional or academic activities and engage in the exploration and synthesis of ideas and new approaches to design.

Eligibility

Applicants must be thoroughly experienced in their fields of design and give evidence of outstanding achievements and contributions over a substantial, active career.

Awards are made only to United States citizens or permanent residents of the U.S. Individuals may receive a Distinguished Designer Fellowship only once.

Under the deadlines in these guidelines, an individual may apply under only one of the following categories: Design Advancement Project Grants for Individuals, USA Fellowships, or Distinguished Designer Fellowships.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package.

Fellowship Amounts

Fellowships of up to \$20,000 are awarded.

Review Criteria

In reviewing applications, panelists consider the following:

- Contributions to the field.
- Outstanding record of accomplishments.
- Potential for future contributions to the field.
- Quality of proposal.

**Deadline and
Announcement Dates**

These fellowships are offered once each year. The nomination and application deadlines are listed inside the front cover of these guidelines.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Special Application Requirements

Individuals who wish to nominate a candidate should send a letter to the Design Arts Program/Distinguished Designer Fellowships providing background on the candidate (including address and telephone number). The Program will contact each nominee with information on how to submit a formal application. The letter of nomination will be included as a support letter in the final application.

Nominees, as well as direct applicants, must submit formal applications, which should include the material described in "How to Apply/Individuals" (see page 31) and the following:

- A description of your life work emphasizing your contribution to the design field and anticipated future directions.
- Representative samples of your work.
- A bibliography of publications; a list of articles by you or about your work; and, where possible, copies of the publications or articles.

**Grants to Organizations Awarding
Design Fellowships**

This category enables qualified organizations and agencies with fellowship programs to regrant Endowment funds. Its purpose is to broaden the base of support for American designers and to nourish their professional growth.

A small number of grants will be made under one deadline per year on a competitive basis. Organizations wishing to submit an application under this category should read "How to Apply/Organizations" on page 18.

Eligibility

All applicant organizations must meet the legal requirements on page 23 and must have established fellowship programs in place prior to application.

Funds may not be used to support college or university tuition.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package.

**Grant Amounts and
Matching Funds**

Grants to organizations are available in amounts up to \$50,000. The minimum grant generally will not be less than \$15,000. Grants are awarded on a one-to-one matching basis.

Review Criteria

In reviewing applications, panelists consider the following:

- Standards for fellowship recipients.
- Quality of selection process.
- The quality of previous fellowship recipients.
- Potential of project to contribute to the design field.
- Support from other sources.

**Deadline and
Announcement Dates**

The deadline is listed inside the front cover of these guidelines.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

The Program encourages state and regional arts agencies to develop design arts programs and offers grants for this purpose. Few state arts agencies have programs in design. We believe that stimulating design programs at the state and regional levels is an important way to develop a broader base for public awareness and support of excellence in design in America.

Eligibility

Special design arts program grants are available only to state and regional arts agencies.

To be eligible, state and regional arts agencies must be operating under a plan approved by the Endowment. Regional organizations whose member state arts agencies are grantees or applicants under this category may also apply for their own activities in this area.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package.

To apply for a special design arts program grant, see "How to Apply/Organizations" on page 18.

Grant Amounts and
Matching Funds

Special design arts program grants are available in amounts up to \$40,000. The minimum grant generally will not be less than \$5,000. Generally, grants are awarded on a one-to-one matching basis. Such grants may be used to support a design arts coordinator, expert consultants, or advisory panels assisting in planning the development, programming, or operation of design arts programs within state and regional agencies.

Review Criteria

In reviewing applications, panelists consider the following:

- Quality of the proposal.
- Commitment and creativity of efforts to improve design in the state or region.
- Qualifications of those involved in the project.
- Ability to raise matching funds.

Deadline and
Announcement Dates

The deadlines are listed inside the front cover of these guidelines.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in [Guide to the National Endowment for the Arts](#), available from the Endowment Public Information Office.

Those programs which may be of particular interest to individuals involved in the design fields are described briefly below. For further information, call the number provided or write:

_____ (Appropriate Program Name)
 National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, D.C. 20506

Visual Arts

The Art in Public Places category is designed to make the best contemporary art accessible to the public. Applicant organizations may commission works in any medium by living American artists for permanent installation in interior or exterior spaces. The Program stresses the early participation of artists in site planning and design.

The Visual Arts Program also offers fellowships to practicing professional artists working in a wide variety of visual media; assists organizations originated by and for artists or which further their interests; and supports workshops, residencies, and other projects that promote discourse among visual artists and between artists and the public. (202/682-5448)

Museum

The Museum Program offers assistance to museums for special exhibitions, catalogues, and conservation. It also enables museums to engage consultants to identify problems and recommend solutions in the areas of storage of collections, security, and climate control and to undertake related renovation projects. (202/682-5442)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. Among those organizations assisted are a number of media arts centers which provide regional access to exhibition and production equipment and facilities as well as other media resources. (202/682-5452)

Arts in Education

The Arts in Education Program is designed to advance the arts as a part of basic education through cooperative planning and programming by Federal, state and local arts, arts education, and education agencies, organizations, and personnel. For more information, contact your state arts agency or the Endowment's Arts in Education Program. (202/682-5426)

Expansion Arts

The Expansion Arts Program supports professionally directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner city, rural, or tribal community. (202/682-5443)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines and have national or regional impact. This includes presenting organizations, artists' colonies, service organizations, and interdisciplinary arts projects. (202/682-5444)

National Endowment Arts Management Fellowships

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for three-month fellowships at the Endowment's offices in Washington, D.C. Participants work as members of the Endowment's staff and attend seminars and meetings with the arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment (Continued on next page)

Challenge Grants

Challenge II Grants are designed to help arts institutions broaden the base and increase the level of contributed support from nonfederal sources. Organizations receiving Challenge Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. Applicants are expected to have comprehensive, long-range institutional development plans and fundraising strategies at the time of application. (202/682-5436)

Challenge III Grants are designed to assist projects with long-term potential to help move the nation forward in achieving excellence in the arts, and access to, and appreciation of such excellence, both directly and through nonfederal mechanisms for the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and nonfederal support. (202/682-5436)

Advancement

The Advancement Program is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases--Phase One: Planning/Technical Assistance, and Phase Two: Matching Advancement Grants (generally ranging from \$25,000 to \$75,000) which must be matched at least three-to-one during the 30-month maximum grant period. (202/682-5436)

Current plans call for eligibility according to the following timetable:

Fiscal Year 1989: Arts in Education, Expansion Arts, Inter-Arts, Museums, Music, and Theater.

Fiscal Year 1990: Dance, **Design Arts**, Folk Arts, Literature, Media Arts, Opera-Musical Theater, and Visual Arts.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5531 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402 for \$3.75 each (specify stock number 036-000-00047-3).

If you are applying under Design Advancement for a design project, you should refer to the Uniform Federal Accessibility Standard (UFAS) for guidance in making your building accessible. Free copies of UFAS and other information about barrier-free design in Federally-supported construction programs are available from:

Architectural and Transportation Office of Technical Service
Barriers Compliance Board
330 C Street, S.W.
Washington, D.C. 20202
202/472-2700 (Voice/TDD)

Application Information for Organizations

How to Apply

Mail by the deadline the following materials and, if applicable, those listed in "Special Application Requirements" for Design Advancement Project Grants on pages 10-11, to:

Information Management Division/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of Organization Grant Application Form NEA-3 (Rev.). You should also make a copy of the completed form to keep for your files.

NOTE: This booklet contains one copy of the Organizations Grant Application Form NEA-3 (Rev.) on pages 25-28. We cannot supply more copies of this booklet. If you want to apply for more than one project, please make photocopies of the blank application form. You must submit three clear copies; at least one of these must have original signatures.

The Program emphasizes that the Summary of Project Description (Section IV) on Application Form NEA-3 (Rev.) is crucial in the application review process.

Please take care to write a clear, concise summary description of your project in the space provided on the application form. The Design Arts Panel's initial recommendation is based on this statement. Use standard size type. Do not use photoreduction to fit more into this box. The description should be a straightforward, clearly written statement. It should start with a brief project title, which should be underlined. You may supplement the summary with a detailed narrative.

2. **One copy** of the resumes of key personnel who will work on the project. (Key personnel should include the project director, the architect, the designers, planners, or others directly involved with the project.)
3. **One copy** of appropriate supplemental material you wish to submit. This could include a work plan listing tasks and a timetable; material describing the quality of the work of the organization; background research on your project; other relevant community activities; or visual material such as maps, drawings, photographs, slides, or films. You should also include a contents sheet, listing the materials submitted, as a guide for reviewers. The panel is particularly interested in visual material. Please do not send large or bulky materials. Nothing will be returned.

The quality of your submission package reflects your ability to accomplish the work. The panel appreciates clarity and brevity.

In addition, you should submit a brief narrative statement describing the following:

- The profession(s) of the key personnel who will work on the project: e.g., designer-architect, landscape architect, graphic designer, historic preservationist, urban planner, interior designer, fashion designer, visual artist, other artists, art historian/author, art instructor, other.

(Continued on next page)

- The project.
 - The activities that will be undertaken as part of the project: e.g., researching, writing, collaborating, creating a work of art, participating in a school residency.
 - The final presentation form: e.g., film, publication, exhibit drawings (computer-generated), drawings (mechanical working drawings, renderings), 3-D model, nonmodel/implementation, audio recording/taping).
 - The audience.
 - Target group: e.g., Asian, mobility impaired, general public, older adult, veteran, or university student.
 - Population: e.g., 1–5,000, 5,001–10,000.
 - Geographic scope: e.g., local, state, regional, national, international.
 - Development type: e.g., urban – downtown central business district, metropolitan area, neighborhood; suburb; rural – small town, agricultural area; park; highway; state; regional (multi-state).
4. **One copy** each of at least three letters supporting your application. These should come from people who know about you and your project and from people you hope will benefit from it.
 5. **Two copies** of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying your organization as a unit of either a state or local government.
 6. **One copy** of the Assurance of Compliance form on page 29. All applicants must submit a completed form whether or not one has been submitted previously.
 7. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
 8. For current grantees, an interim narrative report on any Design Arts grant still under way.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

Reminder: In order to be eligible for funding, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Final Reports should not be included in the application package. Any reports not yet submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

These instructions are keyed to the numbered sections of the application form found immediately following:

I. Applicant organization. The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.

If you have recently applied for but have not yet received IRS tax-exempt status, you may wish to find an eligible organization to sponsor you in the interim. This organization must be willing to assume responsibility for the project as well as for fiscal and administrative matters.

II. Category under which support is requested. Please indicate the appropriate category by checking one of the following categories at the top of the application:

Design Advancement Project Grants for Organizations
Grants to Organizations Awarding Design Fellowships
Design Program Grants to State and Regional Arts Agencies

III. Period of support requested is the span of time necessary to plan, execute, and close out the proposed project.

The earliest project beginning date is listed in the Application Calendar on the inside front cover.

IV. Summary of project. In the space provided, please give your project a brief title (underline this on the form) and *specify clearly* how the requested funds will be spent. In developing this summary, you should refer to the Review Criteria as well as the Special Application Requirements for Design Advancement on pages 10-11, if applicable. Make clear what you propose, why it is significant, and what your qualifications are to accomplish the work.

V. Estimated number of persons expected to benefit from this project is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. Summary of estimated costs is a recapitulation of direct costs and indirect cost as shown on the second and third pages of the application form. See instruction IX for further explanation.

VII. Total amount requested from the National Endowment for the Arts. The amount requested should be rounded to the nearest \$100. As these are matching grants, the amount shown here should not be more than 50 percent of the Total Project Costs in Section VI.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants and Revenues"), equal the total cost of the project.

VIII. Organization total fiscal activity. If the applicant is part of a larger organization (e.g. a university or city), include only expenses of the specific department or program.

A. Expenses should include Arts Endowment projects funded and anticipated.

B. Revenues, grants and contributions should include Endowment grants received and anticipated.

(Continued on next page)

IX. Budget breakdown of summary of estimated costs.

A. Direct costs are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 23. Fringe benefits may be included here only if not included as indirect costs.
2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$500 with an estimated useful life of less than two years.
3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.
4. **Permanent equipment** includes purchased equipment costing \$500 or more with an estimated useful life of two years or more. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.
5. **Fees for services and other expenses** include consultant and artist fees, honoraria, contractual services, rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. Indirect costs are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Room 207, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency.

X. Contributions, grants, and revenues. The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.

A. Contributions:

1. **Cash donations** anticipated for this project. This can include cash from the applicant organization's operating budget for the salary of staff who will be working on the project and other expenses in the Total Project Costs.
2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions include such items as donated time, services, equipment, and facilities. They must also be reflected in the Total Project Costs.

- B. Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specific amount of money for a specified purpose.
- C. Revenues** include all other funds, regardless of source, expected to be used on this project.
- XI. Final Reports** on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must be submitted to maintain eligibility. Do not include with your application package.
- XII. Certification** must be signed by an official of the applicant organization with legal authority to obligate the organization.

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants office of the National Endowment for the Arts. A form is provided at the back of these guidelines.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment-supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

¹Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201.

Design Arts

Organization Grant Application Form NEA-3 (Rev.)

Three clear copies must be submitted to: Information Management Division/DAP, 8th Floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (Name, address, zip)

II. Category under which support is requested:

- Design Advancement
Project Grants for Organizations
- Grants to Organizations
Awarding Design Fellowships
- Design Program Grants to State
and Regional Arts Agencies

III. Period of support requested:

Starting _____
month day year

Ending _____
month day year

IV. Summary of project description (Complete in space provided. DO NOT reduce copy or continue on additional pages.)
TITLE (Please underline):

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

Total costs of project

A. Direct costs

Salaries and wages _____ \$ _____

Fringe benefits _____

Supplies and materials _____

Travel _____

Permanent equipment _____

Fees and other _____

Total direct costs \$ _____

B. Indirect costs

_____ \$ _____

Total project costs \$ _____
(rounded to nearest \$100)

VII. Total amount requested from the National Endowment for the Arts

\$ _____

VIII. Organization total fiscal activity

Most recently completed fiscal period

Estimated for current fiscal period

A. Expenses

1. \$ _____ 2. \$ _____

B. Revenues, grants, & contributions

1. \$ _____ 2. \$ _____

Do not write in this space

IX. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment

Amount

	\$
Total permanent equipment	\$ _____

5. Fees for services and other expenses (list each item separately)

Amount

	\$
Total fees and other	\$ _____

B. Indirect costs

Amount

Rate established by attached rate negotiation agreement with
National Endowment for the Arts or another Federal agency
Rate _____ % Base _____

\$ _____

X. Contributions, grants and revenues (for this project)

A. Contributions

Amount

1. Cash

\$ _____

2. In-kind contributions (list each major item)

Total contributions	\$ _____

B. Grants (do not list anticipated grant from the Arts Endowment)

Total grants	\$ _____

C. Revenues

Total revenues	\$ _____
Total contributions, grants, and revenues for this project	\$ _____

XI. Final Reports

Have you submitted required Final Report packages on all completed grants from RNY Arts Endowment Program since (and including) Fiscal Year 1984? Yes _____ No _____

If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do NOT include with your application package.

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature _____ Date signed _____

Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____

Signature _____ Date signed _____

Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____

Project director

Signature _____ Date signed _____

Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____

Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____ Date signed _____

Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____

If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 18 AND, IF APPLICABLE, THE SPECIAL APPLICATION REQUIREMENTS FOR DESIGN ADVANCEMENT PROJECT GRANTS FOR ORGANIZATIONS ON PAGES 10-11 FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.



Assurance of Compliance with National Endowment for the Arts Regulations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination of 1975, and Title IX of the Education Amendments of 1972.

_____ (hereinafter called the "Applicant")
Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any program or activity receiving Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

Applicant's mailing address

By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. The Age Discrimination Act of 1975 provides for nondiscrimination in Federally assisted programs or activities on the basis of age. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Information Management Division. It should be noted that signing this form indicates a commitment to comply with the four statutes referred to herein.

How to Apply

Mail by the deadline the following material, as well as any listed in "Special Application Requirements" for your specific category, to:

Information Management Division/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of Individual Grant Application Form NEA-2 (Rev.). You should also make a copy of the completed form to keep for your files.

NOTE: This booklet contains one copy of the Individual Grant Application Form NEA-2 on pages 33-34. We cannot supply more copies of this booklet. If you want to apply for more than one project, please make photocopies of the blank application form. You must submit three clear copies; at least one of these must have original signatures.

In "Description of Proposed Activity" (Section 9 of the form), applicants under USA Fellowships and Distinguished Designer Fellowships should show how this award will benefit their professional development and how they plan to schedule their time.

For applicants under Design Advancement Project Grants for Individuals, the Program emphasizes that the "Description of Proposed Activity" (Section 9 of the form) is crucial in the application review process. Please take care to write a clear, concise summary description of your project in the space provided on the application form. The Design Arts Panel's recommendation is based first on this statement, and second on the strength of supporting material. Use standard-size type. Do not use photoreduction to fit more into this box. The description should be a straightforward, clearly written statement. It should start with a brief project title, which should be underlined. You may supplement the summary with a detailed narrative.

2. **One copy** of your resume. The career summary or background on the Application Form should outline points that are particularly relevant to the proposed activity.
3. **One copy** of appropriate supplemental material you wish to submit. This could include a work plan listing tasks and a timetable; background research on your project; or visual material such as maps, drawings, photographs, slides, or films. You may include a maximum of five pages of text that further describes your proposal. You should also include a contents sheet listing the materials submitted, as a guide for reviewers. Please keep in mind that your proposal will be reviewed in conjunction with others; consequently, brevity and relevance are often more effective than volume. Nothing will be returned.

In addition, you should submit a brief narrative statement describing the following:

- Your profession and that of any individual(s) who will assist you in carrying out the project: e.g., designer-architect, landscape architect, graphic designer, historic preservationist, urban planner, interior designer, fashion designer, visual artist, other artists, art historian/author, art instructor, other.

- The project.
 - The activities that will be undertaken as part of the project: e.g., researching, writing, collaborating, creating a work of art, participating in a school residency.
 - The final presentation form: e.g., film, publication, exhibit drawings (computer-generated), drawings (mechanical working drawings, renderings), 3-D model, nonmodel/implementation, audio recording/taping).
- The audience.
 - Target group: e.g., Asian, mobility impaired, general public, older adult, veteran, or university student.
 - Population: e.g., 1–5,000, 5,001–10,000.
 - Geographic scope: e.g., local, state, regional, national, international.
 - Development type: e.g., urban – downtown central business district, metropolitan area, neighborhood; suburb; rural – small town, agricultural area; park; highway; state; regional (multi-state).

The quality of your submission package reflects your ability to accomplish the work. The panel appreciates clarity and brevity.

4. **One copy** each of at least three letters supporting your application. Letters should discuss the importance of your project as well as your personal qualifications.
5. For applications under Design Advancement Project Grants for Individuals, **one copy** of the Assurance of Compliance form on page 29, whether or not one has been submitted previously.
6. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
7. For current grantees, an interim narrative report on any Design Arts Program grant still under way.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

Reminder: In order to be eligible for funding, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Final Reports should not be included in the application package. Any reports not yet submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Design Arts**Individual Grant Application Form NEA-2 (Rev.)**

Three clear copies must be submitted to: Information Management Division/DAP,
8th Floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania
Avenue, N.W., Washington, D.C. 20506

1 Name (last, first, middle initial)	5. U.S. Citizenship <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Number: _____
2. Mailing Address	6. Professional field or discipline _____	
3. Phone: ()	7. Birth Date _____	8. Period of support requested: Starting _____ month day year
4. Category under which support is requested: <input type="checkbox"/> Design Advancement Project Grants for Individuals <input type="checkbox"/> USA Fellowships <input type="checkbox"/> Distinguished Designer Fellowships	Place of birth _____	Ending _____ month day year

9. Description of proposed activity (Complete in space provided. DO NOT continue on additional pages.)
TITLE (Please underline):

10. Amount requested from National Endowment for the Arts: \$ _____
(Rounded to nearest \$100)

Allocated as follows: Time \$ _____ Materials \$ _____ Travel \$ _____

11. Career summary or background (Complete in space provided. Resumes should be sent as supplemental material.)

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGES 31-32 AND, IF APPLICABLE, THE SPECIAL APPLICATION REQUIREMENTS FOR DESIGN ADVANCEMENT PROJECT GRANTS ON PAGES 10-11 FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act of 1974 requires us to furnish you with the following information:
 The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

17. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.
 Signature of applicant _____ x
 Date _____

16. Final Reports
 Have you submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984?
 Yes _____ No _____
 If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

15. Prizes/Honors received _____
 Membership in professional societies _____

14. Present employment

Employer	Position/Occupation	Salary

13. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

12. Education

Name of institution	Major area of study	Inclusive dates	Degree

831-B-2

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**National
Endowment
for the Arts**

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DOES NOT
CIRCULATE

**Application
Guidelines
Fiscal Year 1990**

...pe Architecture
Urban Design, Historic
Preservation, and Planning
Interior Design
Industrial Design
Graphic Design
Fashion Design

Design Arts

90

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Design Advancement Project Grants for Organizations	May 30, 1989 Dec. 5, 1989*	Feb. 1990 Aug. 1990	Mar. 1, 1990 Sept. 3, 1990
Project Grants for Individuals	Dec 5, 1989**	May 1990	June 1, 1990
Distinguished Designer Fellowships	May 30, 1989***	Feb. 1990	Mar. 1, 1990
USA Fellowships	Dec. 5, 1989	May 1990	June 1, 1990
Grants to Organizations Awarding Design Fellowships	Dec. 5, 1989	May 1990	June 1, 1990
Design Program Grants to State and Regional Arts Agencies	May 30, 1989 Dec. 5, 1989	Feb. 1990 Aug. 1990	Mar. 1, 1990 Sept. 3, 1990

* Applicants for Design Arts/Visual Arts Collaborations must use this deadline.

** Applicants for International Exchange Fellowships must use this deadline.

*** Nominations for Distinguished Designer Fellowships must be postmarked no later than March 30, 1989 for submission of an application under the May 30, 1989 deadline.

NOTE: It is anticipated that there will be two deadlines for Design Advancement Project Grants for Individuals and USA Fellowships in 1990. Please be sure to obtain a copy of the FY 91 guidelines which will be available in January 1990.

Complete application packages, including all required materials, must be postmarked by the deadline dates. The Endowment will not be responsible for late materials. Letters of intent are not acceptable as substitutes for formal applications. Under the deadlines listed above, an individual may apply to only one category (Design Advancement Project Grants for Individuals, USA Fellowships, or Distinguished Designer Fellowships). An organization may apply more than once and in more than one category. It is unlikely, however, that more than one grant award will be made to an applicant within a 12-month period.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Note: The supply of guidelines is limited. If you plan to submit more than one application to the Design Arts Program, you should duplicate the appropriate application form (NEA-3 for organizations and NEA-2 for individuals) found in the back of the booklet and retain a copy. Each application package must contain three clear copies of your completed application form; at least one of these must have original signatures. Please do not request additional copies of this booklet.

Design Arts Program, Room 625
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

The National Endowment for the Arts, an independent agency of the Federal government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us – for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government. . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent. . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grant programs and a wide range of leadership and advocacy activities. The Endowment also serves as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in *Guide to the National Endowment for the Arts*, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf Persons - 202/682-5496

Visually and learning-impaired people may obtain a cassette recording of these or any other Endowment Program's guidelines and the *Guide to the National Endowment for the Arts* by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5532
202/682-5496 Voice/TDD

Please specify which publication (e.g., the *Guide to the National Endowment for the Arts* or a specific Program's current guidelines) you wish to have recorded.

Introduction	4
We Fund	4
We Do Not Fund	4
Before You Begin	5
Application Review Process	6
National Theme: Discover America	7

Categories of Funding	8
Design Advancement	8
USA Fellowships	12
Distinguished Designer Fellowships	13
Grants to Organizations Awarding Design Fellowships	14
Design Program Grants to State and Regional Arts Agencies	15

Other Programs of Interest	16
-----------------------------------	----

Application Information for Organizations	18
A. How to Apply/Organizations	18
Instructions for Completing Organization Grant Application Form NEA-3	20
Legal Requirements	23
B. Organization Grant Application Form NEA-3	25
Assurance of Compliance Form	29

Application Information for Individuals	31
A. How to Apply/Individuals	31
B. Individual Grant Application Form NEA-2 (Rev.)	33

Application Acknowledgment Card	Back cover
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Introduction

The Design Arts Program of the National Endowment for the Arts promotes excellence in the design fields of architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design. This is done through grants for design projects that have the potential for producing results of exceptional merit and national or regional significance.

Through the Design Advancement grant category, the Program supports projects involving design practice, media, research and theory, and education about design. Organizations and individuals from all the design disciplines are eligible to apply. Within the Design Advancement grant category, we feature a national theme, Discover America. This is not a grant category, but an area of special concern within the Design Advancement grant category (see page 7).

The Program also offers USA Fellowships, a category that supports independent study for designers in mid-career, and a few Distinguished Designer Fellowships to designers who have made outstanding contributions to the design field over the course of their careers. Another category, Grants to Organizations Awarding Design Fellowships, is basically a regranting program by which the Design Arts Program gives financial assistance to a few organizations that award fellowships to American designers. Finally, to stimulate additional interest in and support for design efforts at the regional, state, and local levels, the Program offers Design Program Grants to State and Regional Arts Agencies.

Read the guidelines completely before you start to fill out an application. Deadlines for grant applications are listed inside the front cover.

We Fund

- Projects that advance our thinking about design and the design process.
- Innovative conceptual and schematic design projects.
- Design feasibility studies.
- Design competitions.
- Designer/artist collaborations.
- Design research and theory.
- Projects that demonstrate the benefits of excellent design.
- Projects that inform professionals, decision-makers, or the general public about noteworthy design. Projects may include publications, audio-visual presentations, films, and conferences.
- Organizations awarding design fellowships.
- Projects in state and regional arts agencies to develop and strengthen design arts programs.
- Fellowships for independent study by mid-career designers.
- Fellowships for distinguished designers.

We Do Not Fund

- Major capital improvements and construction. (See "Other Programs of Interest/Challenge Grants," page 17.)
- Debt reduction or elimination. (See "Challenge Grants," page 17.)
- General operating costs.
- College or university tuition.

Look carefully at the grant categories in these guidelines to be sure that your project fits into one of them, that you meet the eligibility requirements, and that you can meet the application deadline.

If you decide to apply for a grant, study "How to Apply/Organizations" on page 18 or "How to Apply/Individuals" on page 31, including any special application requirements that may be part of the grant category that interests you. These instructions tell what supporting material you will need to send with your completed application form. Do not send any material separately. Include all materials in your application package. Completeness, neatness, organization, and brevity are important factors in the evaluation of the overall application.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

If you have any questions or need help with your application, the Program staff will assist you. Write or telephone:

Design Arts Program, Room 625
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5437

Grant Amounts

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The applicant may need to reduce the scope of the project or find more funds from sources other than the Endowment.

Matching Funds

Grants for organizations may be used to pay no more than half the total cost of any project. Applicants are encouraged to provide required matching funds primarily from cash contributions or earned income, although in-kind contributions may also be used as a partial match.

Grants to individuals do not require matching funds.

Period of Support

Grants are generally awarded for a period up to 18 months. However, the period of support should accurately reflect the actual time necessary to complete the project.

Continued Support

Applications are evaluated on their merits and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Scope of Projects

The Design Arts Program welcomes applications with ideas for innovative projects and activities, as well as those seeking to strengthen existing projects. We discourage proposals for projects that can be sustained only with continued Endowment funding.

Access

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. For more information, see "Other Programs of Interest/Office for Special Constituencies" on page 17.

Project Location

Generally all projects supported by the Endowment must be undertaken within the fifty states, the District of Columbia, Puerto Rico, Guam, American Samoa, the Virgin Islands, or the Northern Marianas. Exceptions may be made if they can be justified in terms of benefits to the United States.

 Final Reports

At the end of the grant period, the Endowment requires acceptable Final Report packages from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the February 1988 or any prior meeting of the National Council on the Arts **are ineligible for subsequent funding from the Endowment Program** (any category) where the delinquent Final Report was due. Note: Grants awarded prior to FY 1984 – grant letters dated on or before September 30, 1983 -- are not covered by this policy.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the May 1988 or any subsequent meeting of the National Council on the Arts **are ineligible for subsequent funding from any Endowment Program.**

Any Final Reports not previously submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Do not include Final Reports as part of your new application package.

 Taxability of Fellowships

The Internal Revenue Code provides that the full amount of a Fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

 Acknowledgment of
Endowment Support

Grantees should credit the National Endowment for the Arts on announcements that refer to the project and on all work, such as published materials or films, that results from the grant.

 Information about Previous Grants

Information about previous Design Arts Program grants is available through the Livability Clearinghouse, a special project established through a cooperative agreement between the Endowment and Partners for Livable Places. Partners maintains a database for all grants awarded from 1967 to the present. It can provide printouts listing abstracts of grants by date, by place, by name, and by any one of 350 topics. Anyone interested in receiving a free printout may request it by specifying the topic or any of the other criteria. Summary reports will be sent for the costs of mailing and copying. Partners also has a library of Design Arts reports, which is accessible for study on a walk-in basis. For further information, contact:

Livability Clearinghouse
1429 21st St., N.W.
Washington, DC 20036
202/887-5990

 Application Review Process

A Design Arts Advisory Panel, a rotating committee of design experts, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Please do not seek further information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

If you are awarded a grant, you may request full or partial payment, depending on the nature and schedule of the activity. Details will accompany the grant award letter.

From time to time the Design Arts Program establishes a national theme. Its purpose is to encourage designers to consider areas that may be especially timely or important. In 1990 the theme will be Discover America.

Discover America is intended to build upon the Program's prior national theme, Design of Cities.

The theme is not a grant category and does not exclude other topics; it is merely a concern. Proposals that address the theme will be funded on their merits in competition with those addressing other issues. Proposals will be considered through the Design Advancement grant category for individuals or organizations (see page 8).

The Discover America theme may be interpreted in many ways, for the design process itself is a form of discovery. In choosing its new national theme, the Design Arts Program encourages designers and the public to employ design to "discover America": the unique qualities of "place" in our built and natural environment and of form and function in American products and graphics. Design incorporates and manifests the best of our traditions, resources, and cultural values, both traditional and contemporary. Design, used in this way, can heighten our sensibilities and encourage a demand for quality in the private and public realm.

The year 1992, marking the 500th anniversary of the first voyage by Columbus to the New World, reminds us of the encounter of different cultures and prompts us to recognize our multicultural heritage. The commemoration of this event reminds us of our responsibility to care for our resources and build upon our unique heritage.

In 1990 we reach the final decade of a century that has experienced extraordinary change. It is a time to learn from what we have designed and built, both bad and good, and a time to prepare for the design challenges ahead which include an increasingly aging, multicultural population; different patterns of working and living; new technologies for learning; and complex economic relationships with other nations. Each of these changes has design implications.

In the decade ahead, designers can help address these challenges. They can help reflect and shape the image and substance of our changing society and create innovative solutions for our problems. Discover America encourages the following examinations: What is our design heritage and our contemporary view of it? Where does it come from? What role has it played in the formation of the character of the American built environment and American products? What does it mean to a local or regional character? to the individual using the designed product? How does understanding these things ultimately make life better, safer, more intelligible, and produce more intelligent design for all Americans?

Designers can uncover design issues associated with our origins, reveal more about ourselves through knowledgeable design criticism, or promote the acceptance of sound design ideas from culturally diverse sources. We can encourage the teaching of design in public schools, colleges, universities, and professional institutions. We can discover more innovative ways to encourage collaboration between the private and public sectors and among the design disciplines. We can determine how design can help people live in the 21st century.

Categories of Funding

The Design Arts Program has one main grant category, Design Advancement, which offers Project Grants for Organizations and Project Grants for Individuals. This category is described in the following section.

In addition, the Program offers USA Fellowships, Distinguished Designer Fellowships, Grants to Organizations Awarding Design Fellowships, and Design Program Grants to State and Regional Arts Agencies. Descriptions of these categories begin on page 12.

Design Advancement: Project Grants for Organizations and Individuals

This category supports grants that advance the state of the art through design practice, research and theory, media, and education about design. Open to individuals and organizations, it encompasses and welcomes applications in all design disciplines: architecture; landscape architecture; urban design, historic preservation, and planning; interior design; industrial design; graphic design; and fashion design.

The purpose of Design Advancement is to focus on design itself. We invite proposals for projects that involve a single design discipline, several design disciplines, or collaborations between designers and other artists. For example, in the past, Design Advancement grants have been awarded for projects that sought to:

- Advance our understanding of a specific design discipline or process.
- Produce a new graphic system.
- Undertake a conceptual design.
- Study the theory of landscape architecture.
- Perform multi-disciplinary research to improve design evaluation.
- Stimulate critical debate.
- Produce a film on design issues of national concern.
- Produce a master plan for adapting an obsolete factory into live/work space for visual artists.
- Demonstrate how urban design helps create a quality neighborhood.
- Promote an awareness of design excellence among government officials.
- Provide professional design advisors to help communities with their design problems.
- Explore the development of new interior design strategies for housing non-traditional households.
- Study the effect of climate on vernacular architecture.
- Support exhibitions documenting design excellence.
- Establish a resource library.
- Redesign a product so that handicapped persons can use it more conveniently.
- Explore historic styles of clothing and evaluate the effect of society's values on fashion design.
- Hold a national competition to design a bridge.
- Support collaborative efforts between visual artists and design professionals.
- Develop pilot or experimental design education programs for colleges or secondary schools.
- Create continuing education programs on historic preservation for architects.
- Research and develop curricula or courses for architecture or design education.

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Collaborations Between
Artists and Designers

In recent years, there has been increasing interest in the possibilities for collaborative efforts between visual artists and design professionals. In order to encourage excellence in the fusion of public art and the design of public places, to increase communication and cooperation between visual artists and design professionals, and to cause the melding of ideas and experience, the Design Arts and Visual Arts Programs are both encouraging applications for exemplary public projects that involve a collaborative working relationship between visual artists and design professionals.

Applicants should contact both the Design Arts (202/682-5437) and Visual Arts (202/682-5448) Programs. The deadline for submitting a proposal to the Design Arts Program is December 5, 1989.

Eligibility

All applicants for Design Advancement Project Grants for Organizations (including local and state governments, community or neighborhood organizations, colleges and universities, and independent nonprofit groups and institutions) must meet the legal requirements on page 23.

Design Advancement Project Grants for Individuals are open to professional designers and other individuals working in design. Awards are made only to United States citizens or permanent residents of the U.S.

Students enrolled in academic institutions are eligible for Project Grants for Individuals. Grant funds, however, may not be used for tuition or other non-project-related expenses. Applicants may receive a grant and continue to teach or work.

For each application deadline, an individual may apply under only **one** of the following categories: Design Advancement Project Grants for Individuals, USA Fellowships, or Distinguished Designer Fellowships.

Former grantees must have submitted acceptable Final Report packages for all completed grants **from any Arts Endowment Program** since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. **Do not** include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

Grant Amounts and
Matching Funds

Design Advancement Project Grants for Organizations are generally available in amounts up to \$50,000. The minimum grant generally will not be less than \$5,000. Each grantee must match the funds on at least a one-to-one basis.

Design Advancement Project Grants for Individuals are available in amounts up to \$15,000. The minimum grant generally will not be less than \$5,000. Grants for individuals do not require matching funds.

Review Criteria

In reviewing applications, panelists consider the following:

- Quality of the project.
- National or regional significance of the project.
- Applicant's ability to describe the project and procedure clearly.
- Demonstrated ability to carry out the project.
- Indication that the project can be sustained in the future without continued Endowment funding.
- Presentation and quality of written and visual materials.
- Applicant's ability to meet the relevant Special Application Requirements (see pages 10-11).

Deadlines

Applications for Design Advancement grants are received twice a year. Deadlines for organizations are May 30, 1989 and December 5, 1989. The deadline for individuals is December 5, 1989. (It is anticipated that there will be two deadlines for individuals in 1990; please be sure to obtain a copy of the FY 91 guidelines which will be available in January 1990.)

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Outstanding practicing artists for whom the opportunity to live and work in Japan for six months would be beneficial must apply through the Design Arts Program. A similar exchange opportunity for up to ten artists each year has been established with France.

Competition for the two international fellowship categories is Endowment-wide. Applicants who wish to apply through the Design Arts Program must meet all the application requirements outlined for the Design Advancement Project Grants category. The application deadline for Fiscal Year 1990 is December 5, 1989. Applications will be reviewed twice: first, by a Design Arts Advisory Panel and then by an interdisciplinary Endowment panel. Project descriptions must reflect activities for which residence in the foreign country would be advantageous. For more information, contact the Design Arts Program (202/682-5437).

Special Application Requirements

Applicants must send the material specified in "How to Apply/Organizations" (see page 18) or "How to Apply/Individuals" (see page 31).

In addition, application packages for certain kinds of Design Advancement projects must include special supporting materials. If your project fits any of the following categories, please follow these instructions.

Projects To Produce a Design:

If you propose work that includes hiring a designer or supporting a designer/artist collaboration to create a new building, renovate an old one, prepare an urban design plan, design an interior, visualize a landscape, develop a graphic system, or undertake any other design project, you must:

1. Present the qualifications and portfolio of the participating designer(s) or other artist(s). If the designer(s) has not yet been selected for your project, then the panel will look carefully at your plans for selecting a designer.
2. Assess the impact of the design project on the community and its regional or national significance. Comments should be limited to one page.
3. Provide photographs and/or drawings of the site or the existing conditions which you propose to change.
4. Provide evidence of support from organizations and individuals affected by the project.
5. Indicate plans for implementing barrier-free design (see "Office for Special Constituencies" on page 17).

Design Competitions:

Your organization may wish to consider sponsoring a design competition. (Note: Individuals are not eligible to apply to conduct a design competition.) Competitions can increase public awareness of the design process. They often produce new ideas and help to involve new talent as well. Materials on organizing and conducting design competitions are available from the Design Arts Program.

All applications for design competitions must include the following information:

1. A detailed work plan (not to exceed eight pages) giving a timetable and budget breakdown. Outline how the competition will proceed and provide a plan for follow-up on competition results, press coverage, publication dissemination, and awards.
2. A design program detailing the nature and scope of the design problem. If a program has not yet been developed, describe how it will be produced.
3. The qualifications of a professional competition advisor or the criteria for selecting one. The budget should include a professional fee for the competition advisor.

(Continued on next page)

4. A list of potential jurors, including local participants, and the means by which they will be selected.
5. A description of competition awards, including cash prizes, contracts for completing the project, or other appropriate compensation, and a schedule for making such awards or compensation available to the competition winners or finalists.
6. If the competition will result in construction or fabrication, an assessment of the availability of funds for completing the work.

Research and Theory Projects:

If you propose work that includes an exploration of the aesthetic, economic, social, theoretical, philosophical, or cultural criteria for design or design evaluation, you must include an expanded narrative description in which you:

1. Describe the topic for research or theoretical development, its significance, and its contribution to the design field. Do not exceed five pages,
2. Describe the theoretical or research objectives; the research design, including methods and concepts; the project schedule; the expected products and accomplishments; and the plans for dissemination. Do not exceed 20 pages.
3. Demonstrate your familiarity with related work, preferably by including a bibliography; your expertise in relation to the proposed work; and your ability to carry out the project.

Communication Projects:

If you propose work that includes media components (such as writing and producing a publication, exhibition, film, or audio-visual presentation), or a conference or workshop, you must:

1. Describe, in no more than five pages, the need for the project and the benefits it will provide.
2. Describe the audience targeted, its size, and what you expect it to gain from your project, the method and schedule for distribution, and the effectiveness of your plan for reaching that audience.
3. Provide a plan showing how you will publish or produce the final product.
4. Describe your method for evaluating the results of your effort, such as sales requests for copies, educational objectives achieved, or other means.
5. Provide resume and samples of previous work by the writer, filmmaker, audio-visual artist, conference coordinator, and others involved in the project.

USA Fellowships

A limited number of fellowships of up to \$20,000 will be awarded to designers and others in design-related activities for independent study and travel within the United States. The fellowships are available to those for whom a more extensive first-hand knowledge of the American design environment is not only of compelling interest but also critical to their work. They are intended for persons who have made outstanding contributions to the design field as well as for those who demonstrate the potential for outstanding original work. The Program offers this opportunity to allow gifted individuals to take time away from daily professional or academic activities to explore American design -- its origins, practices, and regional variations.

Eligibility

Applicants must give evidence of outstanding achievements and contributions or potential for outstanding original work. Awards are made only to United States citizens or permanent residents of the U.S. Travel supported must be within the United States. Individuals may receive a USA Fellowship only once.

For each application deadline, an individual may apply under only **one** of the following categories: Design Advancement Project Grants for Individuals, USA Fellowships, or Distinguished Designer Fellowships.

Former grantees must have submitted acceptable Final Report packages for all completed grants **from any Arts Endowment Program** since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. **Do not** include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

Fellowship Amounts

Fellowships of up to \$20,000 are awarded.

Review Criteria

In reviewing applications, panelists consider the following:

- Qualifications of the applicant.
- Potential for future contributions to the field.
- Quality of the proposed project, including the appropriateness of the itinerary.
- Proposed budget.

Deadline

The application deadline is December 5, 1989. (It is anticipated that there will be two deadlines for this category in 1990; please be sure to obtain a copy of the FY 91 guidelines which will be available in January 1990.)

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Special Application Requirements

Individuals who wish to apply for a USA Fellowship must submit formal application packages, which must include the material described in "How to Apply/Individuals" (see page 31) and the following:

- In addition to your resume, a detailed description of your career accomplishments and future directions.
- Representative samples of your work.
- A detailed narrative of the project to be undertaken.
- A proposed travel itinerary.

Distinguished Designer Fellowships

A limited number of one-time fellowships of \$20,000 will be awarded to individuals who have made extraordinary contributions to design over the course of distinguished careers and who show promise for future contributions. These fellowships are intended for professional designers and others who have expanded the boundaries of American design and whose continued presence in the design world is invaluable to younger designers. These awards are intended to allow recipients to take time away from daily professional or academic activities and engage in the exploration and synthesis of ideas and new approaches to design.

Eligibility

Applicants may be nominated or may apply directly. Applicants must be thoroughly experienced in their fields of design and give evidence of outstanding achievements and contributions over a substantial, active career.

Awards are made only to United States citizens or permanent residents of the U.S. Individuals may receive a Distinguished Designer Fellowship only once.

For each application deadline, an individual may apply under only **one** of the following categories: Design Advancement Project Grants for Individuals, USA Fellowships, or Distinguished Designer Fellowships.

Former grantees must have submitted acceptable Final Report packages for all completed grants **from any Arts Endowment Program** since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/ Final Reports Section. **Do not** include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

Fellowship Amounts

Fellowships to distinguished designers are for \$20,000.

Review Criteria

In reviewing applications, panelists consider the following:

- Contributions to the field.
- Outstanding record of accomplishments.
- Potential for future contributions to the field.
- Quality of proposal.

Deadline and Announcement Dates

These fellowships are offered **once** each year. Nominations for Distinguished Designer Fellowships must be postmarked no later than March 30, 1989, for the May 30, 1989 deadline. Applications for Distinguished Designer Fellowships must be postmarked by May 30, 1989.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Special Application Requirements

Individuals who wish to nominate a candidate should send a letter to the Design Arts Program/Distinguished Designer Fellowships providing background on the candidate (including address and telephone number). The Program will contact each nominee with information on how to submit a formal application. The letter of nomination will be included as a support letter in the final application.

Nominees, as well as direct applicants, must submit formal applications, which must include the material described in "How to Apply/Individuals" (see page 31) and the following:

- A description of your life work emphasizing your contribution to the design field and anticipated future directions.
- Representative samples of your work.
- A bibliography of publications; a list of articles by you or about your work; and, where possible, copies of the publications or articles.

**Grants to Organizations Awarding
Design Fellowships**

This category enables qualified organizations and agencies with fellowship programs to regrant Endowment funds. Its purpose is to broaden the base of support for American designers and to nourish their professional growth.

A small number of grants will be made under one deadline per year on a competitive basis. Organizations wishing to submit an application under this category should read "How to Apply/Organizations" on page 18.

Eligibility

All applicant organizations must meet the legal requirements on page 23 and must have established fellowship programs in place prior to application.

Funds may not be used to support college or university tuition.

Former grantees must have submitted acceptable Final Report packages for all completed grants **from any Arts Endowment Program** since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. **Do not** include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

**Grant Amounts and
Matching Funds**

Grants to organizations are available in amounts up to \$60,000. The minimum grant generally will not be less than \$15,000. Grants are awarded on a one-to-one matching basis.

Review Criteria

In reviewing applications, panelists consider the following:

- Standards for fellowship recipients.
- Quality of selection process.
- Quality of previous fellowship recipients.
- Potential of project to contribute to the design field.
- Support from other sources.

Deadline

The deadline is December 5, 1989.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

The Program encourages state and regional arts agencies to develop and strengthen design arts programs and offers grants for this purpose. Few state arts agencies have programs in design. We believe that stimulating design programs at the state and regional levels is an important way to develop a broader base for public awareness and support of excellence in design in America.

Eligibility

Design arts program grants are available **only** to state and regional arts agencies.

To be eligible, a state or regional arts agency must be operating under a plan approved by the Endowment. Regional organizations may apply for grants for their own design arts activities even if their state-arts-agency members are also grantees or applicants under this category.

Former grantees must have submitted acceptable Final Report packages for all completed grants **from any Arts Endowment Program** since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. **Do not** include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

Grant Amounts and Matching Funds

Special design arts program grants are available in amounts up to \$40,000. The minimum grant generally will not be less than \$5,000. Generally, grants are awarded on a one-to-one matching basis. Such grants may be used to support a design arts coordinator, expert consultants, or advisory panels assisting in planning the development, programming, or operation of design arts programs within state and regional arts agencies.

Review Criteria

In reviewing applications, panelists consider the following:

- Quality of the project.
- Applicant's ability to describe clearly the nature and scope of the design problem(s) to be addressed by the project..
- Applicant's understanding of the critical design problems and issues in its geographic area.
- Commitment and creativity of efforts to improve design in the state or region.
- Qualifications and design expertise of those involved in the project.
- Ability to raise matching funds.
- Presentation and quality of written and visual materials.

Deadlines

Grants in this category are awarded twice a year. The deadlines are May 30, 1989 and December 5, 1989.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Special Application Requirements

To apply for a Design Program grant, see "How to Apply/Organizations" on page 18 and include with your application the following:

- A detailed narrative of the project to be undertaken, the design problem(s) to be addressed, and the benefits anticipated.
- A work plan giving a timetable and assignment of staff and/or consultants by task.
- Resumes of participating staff and/or consultants, clearly establishing their expertise in design.
- Description of the agency's prior design programming.
- Description of the method for evaluating the results of the project.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in *Guide to the National Endowment for the Arts*, available from the Endowment Public Information Office.

Those programs which may be of particular interest to individuals involved in the design fields are described briefly below. For further information, call the number provided or write:

_____ (Appropriate Program Name)
 National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, D.C. 20506

Visual Arts

The Art in Public Places category is designed to make the best contemporary art accessible to the public. Applicant organizations may commission works in any medium by living American artists for permanent installation in interior or exterior spaces. The Program stresses the early participation of artists in site planning and design.

The Visual Arts Program also offers fellowships to practicing professional artists working in a wide variety of visual media; assists organizations originated by and for artists or to further their interests; and supports workshops, residencies, and other projects that promote discourse among visual artists and between artists and the public. (202/682-5448)

Museum

The Museum Program offers assistance to museums for special exhibitions, catalogues, and conservation. It also enables museums to engage consultants to identify problems and recommend solutions in the areas of storage of collections, security, and climate control and to undertake related renovation projects. (202/682-5442)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. Among those organizations assisted are a number of media arts centers which provide regional access to exhibition and production equipment and facilities as well as other media resources. (202/682-5452)

Arts in Education

The Arts in Education Program is designed to advance the arts as a part of basic education through cooperative planning and programming by Federal, state and local arts, arts education, and education agencies, organizations, and personnel. For more information, contact your state arts agency or the Endowment's Arts in Education Program. (202/682-5426)

Expansion Arts

The Expansion Arts Program supports professionally directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner city, rural, or tribal community. (202/682-5443)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines and have national or regional impact. This includes presenting organizations, artist communities, service organizations, and artists' projects: new forms (the creation and production of new work that extends or explores new artistic forms). (202/682-5444)

**National Endowment
Arts Administration Fellowships**

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for three-month fellowships at the Endowment's offices in Washington, D.C. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment program or division. Fellows become acquainted with the Endowment's policies and operations and gain a national overview of arts activities around the country. (202/692-5786)

17

Challenge Grants

Challenge III Grants are designed to assist major projects which can move the nation forward in achieving excellence in the arts, improved access to the arts, or deeper and broader appreciation of the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and support systems for the arts. (202/682-5436)

Advancement

The Advancement Program is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases--Phase One: Planning/Technical Assistance, and Phase Two: Matching Advancement Grants (generally ranging from \$25,000 to \$75,000) which must be matched at least three-to-one. (202/682-5436)

Current plans call for eligibility according to the following timetable:

Fiscal Year 1990: Dance, Expansion Arts, Folk Arts, Literature, Media Arts, Opera-Musical Theater, and Visual Arts.

Fiscal Year 1991: Arts in Education, Design Arts, Inter-Arts, Museums, Music, and Theater.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the office (202/682-5532 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of *The Arts and 504* (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402 for \$3.75 each. Specify stock number 036-000-00047-3.

If you are applying under Design Advancement for a design project, you should refer to the Uniform Federal Accessibility Standard (UFAS) for guidance in making your building accessible. Free copies of UFAS and other information about barrier-free design in Federally supported construction programs are available from:

Architectural and Transportation Office of Technical Service
Barriers Compliance Board
330 C Street, S.W.
Washington, D.C. 20202
202/472-2700 (Voice/TDD)

Application Information for Organizations

How to Apply/Organizations

Mail by the deadline the following materials and, if applicable, those listed in "Special Application Requirements" for Design Advancement Project Grants on pages 10-11, or for Design Program Grants to State and Regional Arts Agencies on page 15, to:

Information Management Division/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of Organization Grant Application Form NEA-3 (Rev.). You should also make a copy of the completed form to keep for your files.

Note: This booklet contains **one** copy of the Organization Grant Application Form NEA-3 (Rev.) on pages 25-28. We cannot supply more copies of this booklet. If you want to apply for more than one project, please make photocopies of the blank application form. You must submit three clear copies; at least one of these must have original signatures.

The Program emphasizes that the Summary of Project Description (Section IV) on Application Form NEA-3 (Rev.) is crucial in the application review process. Please take care to write a clear, concise summary description of your project in the space provided on the application form. The Design Arts Advisory Panel's initial recommendation is based on this statement. Use standard size type. Do **not** use photoreduction to fit more into this box. The description should be a straightforward, clearly written statement. It should start with a brief project title, which should be underlined. You may supplement the summary with a detailed narrative.

2. **One copy** of the resumes of key personnel who will work on the project. (Key personnel should include the project director, the architect, the designers, planners, or others directly involved with the project.)
3. **One copy** of the supplemental material required for your category (see pages 10-11 or 15) and any material you wish to submit. If you are submitting an expanded project narrative, it should be limited to five pages of text. Also include a contents sheet, listing the materials submitted, as a guide for reviewers. The panel is particularly interested in visual material. Please do not send large or bulky materials. **Nothing will be returned.**

The quality of your submission package reflects your ability to accomplish the work. The panel appreciates clarity and brevity.

4. **One copy** each of at least three letters supporting your application. These should come from people who know about you and your project and from people you hope will benefit from it, but not from persons who are directly involved in the project.
5. **Two copies** of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying your organization as a unit of either a state or local government.
6. **One copy** of the Assurance of Compliance form on page 29. All applicants must submit a completed form whether or not one has been submitted previously.

(Continued on next page)

7. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
8. For current grantees, an interim narrative report on any Design Arts grant still under way.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

Reminder: In order to be eligible for funding, former grantees must have submitted acceptable Final Report packages for all completed grants **from any Arts Endowment Program** since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). **Final Reports should not be included in the application package.** Any reports not yet submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

These instructions are keyed to the numbered sections of the application form found immediately following:

I. Applicant organization. The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government.

If you have recently applied for but have not yet received IRS tax-exempt status, you may wish to find an eligible organization to sponsor you in the interim. This organization must be willing to assume responsibility for the project as well as for fiscal and administrative matters.

II. Category under which support is requested. Please indicate the appropriate category by checking one of the following categories at the top of the application:

Design Advancement Project Grants for Organizations
Grants to Organizations Awarding Design Fellowships
Design Program Grants to State and Regional Arts Agencies

III. Period of support requested is the span of time necessary to plan, execute, and close out the proposed project.

The project should not begin before the date listed in the Application Calendar on the inside front cover.

IV. Summary of project. In the space provided, please give your project a brief title (underline this on the form) and **specify clearly** how the requested funds will be spent. In developing this summary, you should refer to the Review Criteria as well as the Special Application Requirements for Design Advancement on pages 10-11, or Special Application Requirements for Design Program Grants to State and Regional Arts Agencies on page 15, if applicable. Make clear **what** you propose, **why** it is significant, and **what** your qualifications are to accomplish the work.

V. Estimated number of persons expected to benefit from this project is the total audience members, participants, students, or others (excluding employees) who are anticipated to benefit directly.

VI. Summary of estimated costs is a recapitulation of direct costs and indirect cost as shown on the second and third pages of the application form. See instruction I0 for further explanation.

VII. Total amount requested from the National Endowment for the Arts. The amount requested should be rounded to the nearest \$100. As these are matching grants, the amount shown here should not be more than 50 percent of the Total Project Costs in Section VI.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants and Revenues"), equal the total cost of the project.

VIII. Organization total fiscal activity. If the applicant is part of a larger organization (e.g. a university or city), include only expenses of the specific department or program.

A. Expenses should include Arts Endowment projects funded and anticipated.

B. Revenues, grants and contributions should include Endowment grants received and anticipated.

(Continued on next page)

IX. Budget breakdown of summary of estimated costs.

A. Direct costs are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 23. Fringe benefits may be included here only if not included as indirect costs.
2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$5,000 per unit with an estimated useful life of one year or less.
3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section. There are specific restrictions involving foreign travel. Please call the Design Arts Program for more information.
4. **Permanent equipment** includes purchased equipment costing \$5,000 or more per unit with an estimated useful life of more than one year. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.
5. **Fees for services and other expenses** include consultant and artist fees, honoraria, contractual services, rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. Indirect costs are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Room 207, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency.

X. Contributions, grants, and revenues. The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.

A. Contributions:

1. **Cash** may include donations, salaries of staff who will be working on the project, and cash from the organization.
2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions include such items as donated time, services, equipment, and facilities. They must also be reflected in the Total Project Costs.

- B. Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specific amount of money for a specified purpose.
- C. Revenues** include all other funds, regardless of source, expected to be used on this project.
- XI. Final Reports** on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must be submitted to maintain eligibility. Do not include with your application package.
- XII. Certification** must be signed by an official of the applicant organization with legal authority to obligate the organization.

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment-supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Drug-Free Workplace Act of 1988, and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. The Drug-Free Workplace Act of 1988 requires that recipients of Federal grants certify that they will provide a drug-free workplace. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities; and
- Comply with National Endowment for the Arts regulations (45 C.F.R. 1154) implementing Executive Order 12549, "Debarment and Suspension," requiring applicants to certify that they have not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a grant by any Federal department or agency. It also requires that applicants include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals. A copy of 45 C.F.R. 1154 is available from the Endowment's Office of the General Counsel.

You must submit an "Assurance of Compliance" form regarding the above with each application to the National Endowment for the Arts. A form is provided at the back of these guidelines.

¹Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organizations Office, 31 Hopkins Plaza, Baltimore, Maryland 21201 (301/962-2590).

Reporting Burden

Public reporting burden for this collection of information is estimated to average 34 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Program Coordination Office, Room 516, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0062), Washington, DC 20503.

Design Arts**Organization Grant Application Form NEA-3 (Rev.)**

Three clear copies must be submitted to: Information Management Division/DAP, 8th Floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (Name, address, zip)

II. Category under which support is requested:

- Design Advancement
Project Grants for Organizations
- Grants to Organizations
Awarding Design Fellowships
- Design Program Grants to State
and Regional Arts Agencies

III. Period of support requested:

(See earliest project beginning date on Application Calendar)

Starting _____
month day yearEnding _____
month day year

IV. Summary of project description (Complete in space provided. DO NOT reduce copy or continue on additional pages.)

TITLE (Please underline):

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

Total costs of project

A. Direct costs

Salaries and wages _____ \$ _____

Fringe benefits _____

Supplies and materials _____

Travel _____

Permanent equipment _____

Fees and other _____

Total direct costs \$ _____

B. Indirect costs _____

Total project costs \$ _____

(rounded to nearest \$100)

VII. Total amount requested from the National Endowment for the Arts

\$ _____

NOTE: This amount (Amount requested): \$ _____

PLUS Total contributions, grants, and revenues (X., page 3): + _____

MUST EQUAL Total project costs (VI. above): = _____

VIII. Organization total fiscal activity

Most recently completed fiscal period

Estimated for current fiscal period

A. Expenses

1. \$ _____ 2. \$ _____

B. Revenues, grants, & contributions

1. \$ _____ 2. \$ _____

Do not write in this space

IX. Budget breakdown of summary of estimated costs (continued)

3

4. Permanent equipment

Amount

\$

Total permanent equipment \$ _____

5. Fees for services and other expenses (list each item separately)

Amount

\$

Total fees and other \$ _____

B. Indirect costs

Amount

Rate established by attached rate negotiation agreement with
National Endowment for the Arts or another Federal agency
Rate _____ % Base _____

\$ _____

X. Contributions, grants and revenues (for this project)

A. Contributions

Amount

1. Cash

\$ _____

2. In-kind contributions (list each major item)

Total contributions \$ _____

B. Grants (do not list anticipated grant from the Arts Endowment)

Total grants \$ _____

C. Revenues

Total revenues \$ _____

Total contributions, grants, and revenues for this project \$ _____

4

Have you submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984? _____

Yes _____ No. If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do NOT include with your application package.

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature _____
 Name (print or type) _____
 Title (print or type) _____
 Telephone (area code) _____

Signature _____
 Name (print or type) _____
 Title (print or type) _____
 Telephone (area code) _____

Project director

Signature _____
 Name (print or type) _____
 Title (print or type) _____
 Telephone (area code) _____

Payee (to whom grant payments will be sent if other than authorizing official)

Signature _____
 Name (print or type) _____
 Title (print or type) _____
 Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGES 18-19 AND, IF APPLICABLE, THE SPECIAL APPLICATION REQUIREMENTS FOR DESIGN ADVANCEMENT PROJECT GRANTS FOR ORGANIZATIONS ON PAGES 10-11, AND STATE AND REGIONAL ARTS AGENCIES ON PAGE 15, FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:
 The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.



Assurance of Compliance with National Endowment for the Arts Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Drug-Free Workplace Act of 1988, Title IX of the Education Amendments of 1972, and Executive Order 12549, "Debarment and Suspension."

As a condition to approval of a grant, the Arts Endowment requires organizational and individual project applicants to execute this "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the individual or the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required application materials to the Arts Endowment's Information Management Division. It should be noted that signing this form indicates a commitment to comply with the five statutes and the Executive Order referred to herein.

_____ (hereinafter called the "Applicant")
Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), Section 504 of the Rehabilitation Act of 1973 (229 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any program or activity receiving Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

The assurance with regard to the above laws and regulations shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

In addition, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," the applicant certifies, by submission of this application and Assurance of Compliance, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees that it will include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals. Where the applicant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this Assurance of Compliance.

Further, as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations), an organizational applicant certifies that it will provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing a drug-free awareness program to inform employees about--
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

**Assurance of Compliance,
continued**

- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
 - (1) abide by the terms of the statement; and
 - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) notifying the agency within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
- (f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

NOTE: An individual project applicant certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official (or individual applicant, as appropriate) whose signature appears below.

Applicant

Applicant's Mailing Address

By (President, Chairman of the Board, or comparable authorized official or individual project applicant)

Dated

Mail by the deadline the following materials, as well as any listed in "Special Application Requirements" for your specific category, to:

Information Management Division/DAP, 8th Floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of Individual Grant Application Form NEA-2 (Rev.). You should also make a copy of the completed form to keep for your files.

Note: This booklet contains **one** copy of the Individual Grant Application Form NEA-2 on pages 33-34. We cannot supply more copies of this booklet. If you want to apply for more than one project, please make photocopies of the blank application form. You must submit three clear copies; at least one of these must have original signatures.

In "Description of Proposed Activity" (Section 9 of the form), applicants under USA Fellowships and Distinguished Designer Fellowships should show how this award will benefit their professional development and how they plan to schedule their time.

For applicants under Design Advancement Project Grants for Individuals, the Program emphasizes that the "Description of Proposed Activity" (Section 9 of the form) is crucial in the application review process. Please take care to write a clear, concise summary description of your project in the space provided on the application form. The Design Arts Advisory Panel's recommendation is based first on this statement, and second on the strength of supporting material. Use standard-size type. Do not use photoreduction to fit more into this box. The description should be a straightforward, clearly written statement. It should start with a brief project title, which should be underlined. You may supplement the summary with a detailed narrative.

2. **One copy** of your resume. The career summary or background on the Application Form should outline points that are particularly relevant to the proposed activity.
3. **One copy** of the supplemental material required for your category (see pages 10-11, 12, or 13, as applicable) and any other material you wish to submit. If you are submitting an expanded project narrative, it should be limited to five pages of text that further describes your proposal. Also include a contents sheet, listing the materials submitted, as a guide for reviewers. Please keep in mind that your proposal will be reviewed in conjunction with others. The quality of your application package reflects your ability to accomplish the work. Brevity and relevance are often more effective than volume. **Nothing will be returned.**

The quality of your submission package reflects your ability to accomplish the work. The panel appreciates clarity and brevity.

4. **One copy** each of at least three letters supporting your application. Letters should discuss the importance of your project as well as your personal qualifications.
5. For applications under Design Advancement Project Grants for Individuals, and USA Fellowships, **one copy** of the Assurance of Compliance form on page 29, whether or not one has been submitted previously.

(Continued on next page)

6. The Application Acknowledgment Card on the back cover of these guidelines. Please be sure the card is completed and self-addressed before including it with your application package.
7. For current grantees, an interim narrative report on any Design Arts Program grant still under way.

If you have any questions, please read this booklet thoroughly before telephoning the Arts Endowment.

Reminder: In order to be eligible for funding, former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Final Reports should not be included in the application package. Any reports not yet submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Design Arts**Individual Grant Application Form NEA-2 (Rev.)**

Three clear copies must be submitted to: Information Management Division/DAP,
8th Floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania
Avenue, N.W., Washington, D.C. 20506

1. Name (last, first, middle initial)	5. U.S. Citizenship <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Number: _____
2. Mailing Address	6. Professional field or discipline _____	
3. Phone: ()	7. Birth Date _____	8. Period of support requested: (See earliest project beginning date on Application Calendar)
4. Category under which support is requested: <input type="checkbox"/> Design Advancement Project Grants for Individuals <input type="checkbox"/> USA Fellowships <input type="checkbox"/> Distinguished Designer Fellowships	Place of birth _____	Starting _____ month _____ day _____ year Ending _____ month _____ day _____ year

9. Description of proposed activity (Complete in space provided. DO NOT continue on additional pages.)
TITLE (Please underline):

10. Amount requested from National Endowment for the Arts: \$ _____ (Rounded to nearest \$100)
Allocated as follows: Time \$ _____ Materials \$ _____ Travel \$ _____

11. Career summary or background (Complete in space provided. Resumes should be sent as supplemental material.)

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGES 31-32 AND, IF APPLICABLE, THE SPECIAL APPLICATION REQUIREMENTS FOR DESIGN ADVANCEMENT PROJECT GRANTS ON PAGES 10-11, USA FELLOWSHIPS ON PAGE 12, AND DISTINGUISHED DESIGNER FELLOWSHIPS ON PAGE 13, FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

Privacy Act
 The Privacy Act of 1974 requires us to furnish you with the following information:
 The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

17. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

 Signature of applicant

 Date

16. Final Reports

Have you submitted required Final Report packages on all completed grants from **NDY** Arts Endowment Program since (and including) Fiscal Year 1984?

____ Yes _____ No. If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

15. Prizes/Honors received

Membership in professional societies

14. Present employment

Employer	Position/Occupation	Salary

13. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

12. Education

Name of institution	Major area of study	Inclusive dates	Degree

**Design Arts Program, Room 625
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506**

**Postage and
Fees Paid
National Endowment
for the Arts
NEA-635**



Official Business

FY 1990 Design Arts Program

Application Acknowledgment Card

Complete and return this entire card with application. Do not separate. This portion of the card will be returned to you to acknowledge receipt of your application to the National Endowment for the Arts. Please be sure to fill in your name and complete mailing address on the reverse side.

Application number—Arts Endowment use only

Date

Please check below the program category in which you are applying. (Check one only):

- Design Advancement Project Grants for Organizations
- Grants to Organizations Awarding Design Fellowships
- Design Program Grants to State and Regional Arts Agencies
- Design Advancement Project Grants for Individuals
- USA Fellowships
- Distinguished Designer Fellowships

FY 1990 Design Arts Program

Complete and return this card with application.

Application number—Arts Endowment use only

Date

Name of applicant

Name of authorizing official and title (for organizations only)

Name of project director and title (for organizations only)

Address (notification will be sent to this address)

City, state, zip code

Telephone number with area code

FY 1990 Design Arts Program

Complete and return this card with application.

Name of authorizing official and title (for organizations only)

Name of project director and title (for organizations only)

Address (notification will be sent to this address)

City, state, zip code

Telephone number with area code

Application number—Arts Endowment use only

Date

Design Arts Program, Room 625
 National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, D.C. 20506
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