NATIONAL ART EDUCATION FOUNDATION
Investing in Leadership, Innovation & Learning

National Art Education Foundation Grant Program E-Submission Tip Sheet

Thank you for your interest in applying for a grant from the National Art Education Foundation.
This year, we are shifting to an e-submission process.

All applicants will submit their proposals electronically through the links below.
There are 5 different links – one for each NAEF Grant Category:

Ruth Halvorsen Grant Program
Mary McMullan Grant Program
Research Grant Program
SHIP Grant Program
Teacher Incentive Grant Program

Each grant category now has a set of questions to answer and a few additional items to upload (resume, budget, etc.). This is the most substantial change. In past years, applicants created their proposal using a page limit. Please refer to the Grant Guidelines so that you prepare all your responses to the questions in advance of entering your proposal.

You will find it helpful if you prepare your responses in a separate document, and then copy/paste them into the space allocated for each response on the application. The space limitations for each question is based on the character (not words) count including both characters and the spaces between words. Please note that some computers count characters and spaces a bit differently so check your character counts and plan some time for editing to fit the space as needed. We have tried to be generous to reduce the amount of time needed for this step. But this editing step is a standard part of on-line grant submissions.

The application for each grant category begins with submitting your name, address, and other contact information. Other changes:

- There are no cover forms – these have been deleted.
- There are no checklists to complete – these have been deleted.
- For the Research Category, the cover letter has been deleted, as everything needed is contained within the responses to your questions and the uploaded material.
- All Resumes are limited to a maximum of 3 pages.
- All Project Budgets should be uploaded as an attachment.

Entering your proposal into the digital application. THIS IS VERY IMPORTANT. PLEASE REVIEW.

- **You MUST enter your entire proposal in one sitting.**
- **Please make sure you have your entire proposal and ALL of your UPLOAD items ready before you begin.**
- **Copy and paste your responses to the questions, so that you have a copy of what you have submitted. Should there be any technical problem, you will have a copy to start again.**
- **It is HIGHLY RECOMMENDED that you submit your proposal no later than the end of November.**

If you have questions, please reach out to Kathi R. Levin, NAEF Program/Development Officer, at naef@arteducators.org

The deadline for all submissions is 11:59 p.m. on Tuesday, December 1, 2020.