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NATIONAL ENDOWMENT FOR THE ARTS
GRANTS MANAGEMENT MANUAL
CHAIRPERSON’S ACTION GRANT CHAPTER

I. PURPOSE. The purpose of this chapter is to document Endowment policies and procedures and to assign responsibilities for requesting, reviewing, and processing Chairperson's Action grants.

II. BACKGROUND. Section 6 (f) of the National Foundation on the Arts and the Humanities Act of 1965 as Amended (Act) states "in the case of an application involving $30,000 or less, the Chairperson may approve or disapprove such request if such action is taken pursuant to the terms of a delegation of authority from the Council to the Chairperson, and provided that each such action by the Chairperson shall be reviewed by the Council; provided, that the terms of any such delegation of authority shall not permit obligations for expenditures of funds under such delegation for any fiscal year which exceed an amount equal to 10 per centum of the sums appropriated for that fiscal year . . . ."

The National Council on the Arts has delegated this authority to the Chairperson.

III. POLICY. It is the policy of the Endowment that Chairperson's Action grants, generally, will be used only when there is a demonstrated need to make an award prior to the next scheduled meeting of the National Council on the Arts.

Chairperson's Action grants generally will not be used as a means to amend previously awarded grants (see Amendment Process Chapter, Part I, Money Amendments). Further, Chairperson's Actions generally will not be used to fund applications recommended for rejection.

Authority to approve Chairperson's Action grants rests solely with the Chairperson.

IV. IMPLEMENTATION. It is the responsibility of the agency's Deputy Chairpersons and the Director, OPPR to implement the provisions of this chapter.

V. APPLICABILITY. The requirements of this chapter are applicable to all agency program, Grants, Budget and General Counsel staff. Responsibilities of agency staff are discussed in Section VII of this chapter.
VI. DEFINITIONS

A. Chairperson’s Action. The term Chairperson’s Action reflects the authority of the Chairperson, as prescribed by the Endowment’s authorizing legislation and as delegated by the National Council on the Arts, to award or reject applications in the amount of $30,000 or less without first obtaining advice from the National Council on the Arts. All such actions must subsequently be reviewed by the Council.

B. Criteria for Awarding Chairperson’s Action Grants. Chairperson’s Action grants will generally be used in situations that include, but are not limited to, the following:
   1. a response to an application for financial aid resulting from an emergency situation (e.g., the destruction of a facility by fire or flood) with an attendant need for immediate financial relief, or
   2. a response to some other type of situation of such unique merit and/or difficult time constraints as to warrant an immediate response by the agency.

VII. RESPONSIBILITIES

A. Program Director. A Program Director will initiate the Chairperson’s Action grant review process when a request is received. This will include panel review where appropriate and where time permits. If the request is rejected, the Program Director will notify the grantee of this determination.

B. Information Management Director. The Information Management Director will ensure that application and grant numbers are assigned, as necessary.

C. Appropriate Deputy Chairperson or Director, OPPR. The appropriate Deputy Chairperson or Director, OPPR will advise program staff as to whether the request is best suited for consideration using the Chairperson’s Action grant mechanism and whether panel review is necessary. A recommendation will then be made to the Chairperson as to whether and at what amount the request should be supported. The appropriate Deputy Chairperson or Director, OPPR may also initiate requests for Chairperson Action grants.
D. **Budget Officer.** The Budget Officer will review Chairperson's Action grant requests to ensure that sufficient funds are available to support them.

E. **Grants Officer.** The Grants Officer will review the Chairperson's Action grant request and determine if appropriate documentation is present. Once approved, the Grants Office mails the grant award notification to the grantee.

F. **General Counsel.** The General Counsel will review Chairperson's Action grant packages to determine legal sufficiency.

G. **Chairperson.** Authority to approve Chairperson's Action grants rests solely with the Chairperson, who may also initiate such actions.

H. **Director, Council & Panel Operations.** The Director of Council and Panel Operations will advise program offices as to how Chairperson's Action grants are to be presented to the Council.

**VIII. ACTIONS REQUIRED**

An applicant may request support from the Endowment when an emergency situation occurs and/or warrants, in his/her judgment, financial assistance pursuant to the review criteria set out in Section VI above. This request may or may not specify the desire for a Chairperson's Action grant. The applicant should make the request, in writing, and include a description of the situation warranting immediate assistance, the amount of funds requested, project starting and ending dates, the budget, and whether the funds will be matched.

A. **Program.** Upon receipt of a request from an applicant for immediate financial assistance, the program staff will ascertain whether or not the request requires immediate assistance and whether the Chairperson's Action grant mechanism is best suited for considering the application. Guidance, as necessary, will be sought from the appropriate Deputy Chairperson or Director, OPPR as to whether the Chairperson's Action grant is the best mechanism to respond to the request and whether panel review is necessary. If it is determined that the request should be processed as a Chairperson's Action grant, program staff will:
1. submit a copy of the request to the the Information Management Division (IMD) and request an application number;

2. enter appropriate information into the Grants Management System (GMS) to process the request as an awarded grant after the IMD has entered the primary application data;

3. notify the IMD when the disposition information has been entered so that a grant number can be generated; and

4. complete a Chairperson's Action Grant Cover Sheet (see Exhibit 1), a Chairperson's Action Grant Request Form (see Exhibit 2), and handcarry such with the applicant's request and budget to the appropriate Deputy Chairperson or Director, OPPR.

If the request is ultimately denied, a rejection letter will be sent from the initiating official to the grantee.

B. Information Management Division. After receiving a request to assign an application number, the IMD will enter the appropriate application information in the GMS. After being notified that the program has entered the appropriate disposition information in the GMS, the IMD will generate a grant number for the Chairperson's action grant request.

C. Deputy Chairperson or Director, OPPR. The appropriate Deputy Chairperson or Director, OPPR will advise whether the request should be processed as a Chairperson's Action grant and whether panel review is necessary and make a recommendation to the Chairperson as to whether and at what amount the request should be approved or denied. When the review is completed, the entire package will be handcarried to the Budget Office.

D. Budget Office. After receiving a Chairperson's Action grant package from the appropriate Deputy Chairperson or Director, OPPR, the Budget Office will review the request to determine if sufficient funds are available. When the review is completed, the Budget Office will handcarry the entire package to the Grants Office.
E. Grants Office. Upon receipt of a request from the Budget Office to process a Chairperson's Action grant, the Grants Office will process the request using the standard procedures identified in the Grant Letter/Budget Review Chapter, except:

1. a Chairperson's Action grant will be processed quickly;

2. when the review is completed, the entire package of information will be handcarried to the General Counsel; and

3. if the Chairperson approves the request, the Grants Office will forward a regular grant award letter to the grantee (reference the Grant Letter/Budget Review Chapter of the Grants Manual) on behalf of the Chairperson.

E. General Counsel. The General Counsel will review the Chairperson's Action package to determine legal sufficiency. When the review is completed, the package will be handcarried to the Chairperson.

H. Chairperson. Final authority for determining whether or not the request should be supported rests with the Chairperson. When the Chairperson completes his/her review and makes a decision, the entire package will be forwarded to the Grants Office.

I. Director of Council & Panel Operations. The Director of Council and Panel Operations will provide guidance to program offices as to how Chairperson's Action grants are to be presented to the Council.

IX. INFORMATION CONTACT. Inquiries should be directed to the Grants Officer at 682-5403.

X. EVALUATION DATE. This chapter shall have an evaluation conducted by the Grants Office to ascertain the effectiveness of stated policies and procedures no later than three years from the date of issuance.

XI. EFFECTIVE DATE. This chapter shall become effective on publication.

Pete J. Basso  
Deputy Chairperson  
for Management
Exhibit 1

NATIONAL ENDOWMENT FOR THE ARTS
CHAIRPERSON'S ACTION GRANT COVER SHEET

ROUTE THROUGH:

- DEPUTY CHAIRPERSON
- BUDGET
- GRANTS
- GENERAL COUNSEL
- CHAIRPERSON

ORIGINATED BY/RETURN:

- DANCE
- DESIGN ARTS
- EXPANSION ARTS
- FOLK ARTS
- INTER-ARTS
- LITERATURE
- MEDIA ARTS
- MUSEUMS
- MUSIC
- OMT
- THEATER
- VISUAL ARTS
- AIE
- LOCALS PROGRAM
- STATE PROGRAMS
- CHALLENGE
- ADVANCEMENT
- ARTS MGMT FELLOWS
- DIRECTOR, OPPR
- INTERNATIONAL
- RESEARCH
- SPECIAL CONSTIT
- OTHER ( )

RETURN TO THE GRANTS OFFICE
AFTER FINAL REVIEW IS COMPLETED
# NATIONAL ENDOWMENT FOR THE ARTS

## CHAIRPERSON'S ACTION GRANT REQUEST FORM

<table>
<thead>
<tr>
<th>Program:</th>
<th>GRANTEE (IRS NAME):</th>
</tr>
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<tbody>
<tr>
<td>Category:</td>
<td>CITY/STATE:</td>
</tr>
<tr>
<td>Grant No:</td>
<td>APPLICATION NO:</td>
</tr>
</tbody>
</table>

**REQUEST:**

- **AMT RECOMMEND/FY:**
- **AMT REQUESTED:**
- **TPC:**
- **START/END DATES:**
- **M/N-MATCH:**
- **PREV. REJ:**

**PRIORITY SUPPORT:**

- **AMOUNT/FY/CNL. MSG:**

**DESCRIPTION & JUSTIFICATION:**

Provide a brief, specific description of project and justification for requesting this as a Chairperson's Action grant:

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**Funds Availability:**

Indicate where the funds to support this project are to come from (i.e. program's current year allocation, other):

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**Comments by Reviewing Offices:**

(Attach additional sheet if necessary):

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**Approvals - Signature & Date:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>(1) Program Director:</td>
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<td>(2) Dep Chairperson or Dir/Oppor:</td>
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<td>(3) Budget Officer:</td>
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<td>(4) Grants Officer:</td>
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<tr>
<td>(5) General Counsel:</td>
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</table>

**Chairperson's Approval:**