



PARTNERSHIP AGREEMENTS
STATE ARTS AGENCIES and REGIONAL ARTS ORGANIZATIONS
FINAL DESCRIPTIVE REPORT
Grants Numbers 15-6100-2xxx

Introduction:

Attached are the instructions and required format for the **Final Descriptive Report (FDR)** for State Arts Agencies' (SAA) and Regional Arts Organizations' (RAO) Partnership Agreements. The format is designed to facilitate accountability, analysis of information about arts agencies, and cooperation among state arts agencies, regional arts organizations, regional groups, and the Endowment through information exchange. You are required to use this format in reporting on all Partnership Agreement activities.

The FDR consists of the **DETAIL** section, **PROJECT ACTIVITY LOCATION** section, **AGENCY TOTALS** section, **Data Sequencing Form**, and if applicable, **Narrative Requirement** for Folk Arts Partnership funds.

- **DETAIL** – a list of all grants, awards, and activities carried out under the Partnership Agreement.
- **PROJECT ACTIVITY LOCATION** – a list of all project activity locations for applicable grants, awards, and activities carried out under the Partnership Agreement.
- **AGENCY TOTALS** – a chart of actual project cost including administrative expenses and source of funds and a list of all Agency partners.
- **Data Sequencing Forms (Part 1)** – cover sheets for the **DETAIL & PROJECT ACTIVITY LOCATIONS** section.
- **Folk Arts Partnership Narrative Requirement (Part 2)** – a brief summary of folk arts activities (only applicable if Folk Arts Partnership funds are included on the grant letter).

A list of definitions for the **FDR Data Fields** is incorporated into the instructions.

The Partnership Agreement must be matched one to one (dollar for dollar) unless otherwise noted on your award letter or through an amendment. The **TOTALS** page and the **Federal Financial Report (FFR)** is used to verify that the required match has been met. Federal funds, direct or indirect, cannot be used to match the Partnership Agreement.

Report only on allowable activities/costs funded through your Partnership Agreement – including awards and programmatic activities.

If you have questions or would like assistance completing this report, please call the State and Regional staff at (202) 682-5430.

DETAIL SECTION INSTRUCTIONS

You are reporting on Partnership Agreement activity and costs. This includes subawards and any other allowable expenses included in the approved project budget. These are expenses covered by NEA funds and matching funds.

To complete the **DETAIL** section, create an electronic data file that includes all fields that constitute an award record per the **FDR Data Fields List** in "Attachment 1."

Instructions and definitions for each field are given below. The definitions, for the most part, come from the National Standard for Arts Information Exchange.

The structure of the data file should be explained in the **FDR Data Sequencing Form** to allow NEA to certify your data file.

1. For each grant, award, and/or activity that you are reporting, complete a record that includes all of the data fields from the **FDR Data Fields List**.
 - a. For each blank that requires a number, fill in only one number.
 - b. If data is not available enter "-1" or leave blank. Do not use zero for this purpose. Zero should only be used numerically.
2. List the records for each grant, award, and/or activity on which you are reporting as described below:
 - a. activity for which there is an application and award process, regardless of the funding source. Information on non-funded applications is not a part of NEA reporting requirements.
 - b. other program activities of your agency (for example, publication of a newsletter, sponsorship of a statewide meeting, technical assistance, etc.).

Records may be listed in any order. You may find it convenient to list applications and awards by arts discipline, grant program, or alphabetically. However, the individual data fields must be in the prescribed sequence.

Reminder: the **DETAIL** section is submitted in electronic format.

Additional instructions are available at,
www.nasaa-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/.

DETAIL SECTION DEFINITIONS:

Organizational / Individual Information

1. Applicant Name (National Standard Grants Management System (GMS) field #1)
Name of the organization or individual that applied for funds from your "Arts Agency." If your "Arts Agency" itself used funds to carry out a non-administrative program activity, enter name of your "Arts Agency."
2. Applicant Address
Street address or Rural Route Number of applicant. Provide mailing address only if street address is not currently being collected. Applicants based at an individual's personal address skip to question #3.
3. Applicant City (National Standard GMS field #1)
City where "Applicant Name" is located.

4. Applicant State (National Standard GMS field #1)
Two-character state abbreviation of state or jurisdiction in which "Applicant City" is located. Enter "FO" if grant is awarded outside the United States.
5. Applicant ZIP Code (National Standard GMS field #1)
ZIP Code for address of "Applicant Name". Leave this field blank if grant is awarded outside the United States.
6. Applicant Status (National Standard GMS field #1.A)
Legal status of "Applicant Name." Choose the one item which best describes the applicant.
- | | |
|-----------------------------|---------------------------|
| 01 Individual | 06 Government - Regional |
| 02 Organization - Nonprofit | 07 Government - County |
| 03 Organization - Profit | 08 Government - Municipal |
| 04 Government - Federal | 09 Government - Tribal |
| 05 Government - State | 99 None of the Above |
7. Applicant Data Universal Numbering System (DUNS) number.
DUNS number of "Applicant Name". In compliance with the Federal Funding Accountability and Compliance Act, effective with awards beginning with the number 11- 6100-xxxx , SAAs and RAOs may not make awards to an entity (non-profit, government, or business) that does not have a DUNS number. Grantees who are individuals are exempted from this requirement. Enter "IND" if the grant was awarded to a grantee with a legal status of "Individual" (see question #7).
8. Applicant Institution (National Standard GMS field #1.B)
Choose the one item which best describes the applicant.
- | | |
|--|--------------------------------------|
| 01 Individual - Artist | 27 Library |
| 02 Individual - Non-artist | 28 Historical Society |
| 03 Performing Group | 29 Humanities Council |
| 04 Performing Group - College/University | 30 Foundation |
| 05 Performing Group - Community | 31 Corporation |
| 06 Performing Group - Youth | 32 Community Service Organization |
| 07 Performance Facility | 33 Correctional Institution |
| 08 Museum - Art | 34 Health Care Facility |
| 09 Museum - Other | 35 Religious Organization |
| 10 Gallery/Exhibition Space | 36 Seniors' Center |
| 11 Cinema | 37 Parks and Recreation |
| 12 Independent Press | 38 Government - Executive |
| 13 Literary Magazine | 39 Government - Judicial |
| 14 Fair/Festival | 40 Government - Legislative (House) |
| 15 Arts Center | 41 Government - Legislative (Senate) |
| 16 Arts Council/Agency | 42 Media - Periodical |
| 17 Arts Service Organization | 43 Media - Daily Newspaper |
| 18 Union/Professional Association | 44 Media - Weekly Newspaper |
| 19 School District | 45 Media - Radio |
| 20 Parent-Teacher Organization | 46 Media - Television |
| 21 Elementary School | 47 Cultural Series Organization |
| 22 Middle School | 48 School of the Arts |
| 23 Secondary School | 49 Arts Camp/Institute |
| 24 Vocational/Technical School | 50 Social Service Organization |
| 25 Other School | 51 Child Care Provider |
| 26 College/University | 99 None of the Above |

9. Applicant Discipline* (National Standard GMS field #1.C)

Choose the one item which best describes the applicant's primary area of work in the arts.

- 01 Dance - include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime--see "Theatre" 04 for mime
- 02 Music - include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral
- 03 Opera/Music Theatre - include opera and musical theater
- 04 Theatre - include theatre general, mime, puppet, theatre for young audiences and storytelling as performance.
- 05 Visual Arts - include experimental, graphics, painting, and sculpture
- 06 Design Arts - include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan
- 07 Crafts - include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media
- 08 Photography - include holography
- 09 Media Arts - include film, audio, video, and work created using technology or experimental digital media
- 10 Literature - include fiction, non-fiction, playwriting, and poetry.
- 11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.
- 12 Folklife/Traditional Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively.)
- 13 Humanities - pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.
- 14 Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.
- 15 Non-arts/Non-humanities - none of the above.

Award Overview

10. NEA Primary Strategic Outcome: choose one item that best describes the PRIMARY strategic outcome associated with the award. A detailed description of these outcomes is provided at

<http://arts.gov/grants/apply/GAP14/Outcomes.html>:

A: Creation: The Portfolio of American Art is Expanded

- B: Engagement: Americans Throughout the Nation Experience Art
- C: Learning: Americans of All Ages Acquire Knowledge or Skills in the Arts
- D: Livability: American Communities are Strengthened Through the Arts
- E. Understanding: Public knowledge and understanding about the contributions of the arts are enhanced.

11. Discipline of Project (National Standard GMS field #38)

Of the 15 items listed under #9, Applicant Discipline, choose the one item that best describes the discipline with which funded activities are involved. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award.

12. Type of Activity (National Standard GMS field #39)

Choose the one item from either Column A or Column B that best describes the funded activities.

Column A	Column B
2 audience services - e.g., ticket subsidies, busing senior citizens to an arts event	1 acquisition - expenses for additions to a collection
4 creation of a work of art - include commissions	3 fellowship - i.e., to individuals
5 concert/performance/reading - include production development	9 identification/documentation - e.g., for archival & educational purposes
6 exhibition - include visual arts, film, and video; exhibition development	11 institution/organization support - general operational support
7 facility construction, maintenance, renovation	13 marketing - all costs for marketing/publicity/promotion specifically identified with the project
8 fair/festival	14 professional support, administrative - payments for administrative salaries, wages, and benefits specifically identified with the project
10 institution/organization establishment - for creation or development of a new institution/organization	15 professional support, artistic - payments for artistic salaries, wages, and benefits specifically identified with the project
12 arts instruction - include lessons, classes and other means used to teach knowledge of and/or skills in the arts	17 publication - e.g., manuals, books, newsletters
16 recording/filming/taping - do not include creating art works or identification/documentation for archival or educational purposes	19 research/planning - include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies
18 repair/restoration/conservation	23 equipment acquisition
20 school residency - artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time	26 regranting
21 other residency - artist activity in a non-school setting wherein one or more core student groups receive repeated artist contact over time	27 translation
22 seminar/conference	28 writing about art (criticism)
24 distribution of art - e.g., films, books, prints (do not include broadcasting)	30 student assessment - measurement of student progress toward learning objectives. Not to be used for program evaluation.
25 apprenticeship	31 curriculum development/implementation - include design, implementation, distribution of instructional materials, methods, evaluation

Column A		Column B	
			criteria, goals, objectives
29	professional development/training - activities enhancing career advancement	32	stabilization/endowment/challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves, enhance funding leverage or stabilization
33	building public awareness - activities designed to increase public understanding of the arts or to build public support for the arts	35	website/internet development - include the creation or expansion of existing web sites (or sections of web sites) and mobile and tablet applications as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet
34	technical assistance - with technical/administrative functions	36	broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks
37	public art/percent for art	99	none of the above

13. Arts Education (National Standard GMS Field #39C)

Did this project include an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Choose the one item which best describes the funded activities.

- 01 50% or more of the funded activities are arts education
 02 Less than 50% of the funded activities are arts education
 99 None of this project involves arts education

Population Benefited

Provide data for individuals who directly benefited during the period of support. If actual figures or reliable estimates cannot be secured, Leave these fields blank or enter a "-1" to indicate that data are not available.

14. Adults and Youth Engaged in "In-Person" Arts Experiences: Enter the **number** of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. *Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media.* Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

- 14a. Adults engaged
 14b. Children/Youth (under age 18) engaged

15. Artists Directly Involved (National Standard GMS field #128)

Number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists were directly involved in providing artistic services enter 0.

For the next three questions, **select all categories that, by your best estimate, made up 25% or more of the population that directly benefited** from the award during the period of support. These responses **should refer to populations reached directly, rather than through broadcasts or online programming.**

16. Population Benefited by Race / Ethnicity: (select all that apply)

- N American Indian/Alaska Native
 A Asian
 B Black/African American
 H Hispanic/Latino

- P Native Hawaiian/Other Pacific Islander
- W White
- G No single racial/ethnic group made up more than 25% of the population directly benefited

17. Population Benefited by Age: (select all that apply)

- 1 Children/Youth (0-18 years)
- 2 Young Adults (19-24 years)
- 3 Adults (25-64 years)
- 4 Older Adults (65+ years)
- 9 No single age group made up more than 25% of the population directly benefited

18. Population Benefited by Distinct Groups: (select all that apply)

- D Individuals with Disabilities
- I Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- P Individuals below the Poverty Line
- E Individuals with Limited English Proficiency
- M Military Veterans/Active Duty Personnel
- Y Youth at Risk
- G No single distinct group made up more than 25% of the population directly benefited

Financial Information

19. Grant Amount Requested* (National Standard GMS field #81)

Amount requested by "Applicant Name" in support of this grant. If formal grant award process did not take place, include the amount allocated by "Arts Agency".

20. Grant Award* (National Standard GMS field #24)

Dollar amount of grant awarded. If formal grant award process did not take place, enter amount allocated by "Arts Agency". If the application or activity was not funded, enter 0.

21. Grant Amount Spent (National Standard GMS field #124)

Actual grant amount spent by "Applicant Name".

22. Actual Total Cash Expenses (National Standard GMS field #100)

Actual total of all cash payments made by "Applicant Name" specifically identified with the grant. This should equal the total of National Standard GMS fields #89-99.

23. Actual Total Cash Income (National Standard GMS field #125)

Actual total of all cash income specifically identified with the grant including "Grant Amount Spent." This should equal the total of National Standard GMS fields #113-122 and #124.

24. Actual Total In-Kind Contributions (National Standard GMS field #112)

The actual total value of expenses specifically identified with the grant that is provided to "Applicant" by volunteers or outside parties at no cash cost to "Applicants." This should equal the total of National Standard GMS fields #101-111. If there were no in-kind contributions enter 0.

25. NEA Share (formerly BSP or BSG Share)

Amount of Partnership Agreement grant funds included in "Grant Amount Spent." If no Partnership Agreement grant funds were included enter 0. NOTE: This field name was changed to be consistent with the streamlining of the Partnership Agreement awards. State and regional agencies may take the time necessary to update this field name in their own computer systems and on reports to the NEA.

26. SAA / RAO Share

State funds included in "Grant Amount Spent."

27. Other Share

Other funds, such as private contributions, included in "Grant Amount Spent." Applicant match should not be entered under "Other Share." If no "Other" funds were included enter 0.

28. SAA / RAO Unique Identifier

Agency's in-house application/grant identifier. Each grant, award, and/or activity on which you are reporting should have a unique identifying number. This field will be used to join the FDR DETAIL data to the Project Activity Location data.

ATTACHMENT 1 – FDR DETAIL Data Fields List		
	Field Name	Corresponds to National Standard GMS Field
1	Applicant Name	GMS #1
2	Applicant Address 1	GMS #1
3	Applicant City	GMS #1
4	Applicant State	GMS #1
5	Applicant ZIP Code	GMS #1
6	Applicant Status	GMS #1A
7	Applicant DUNS	n/a
8	Applicant Institution	GMS #1B
9	Applicant Discipline	GMS #1C
10	NEA Primary Strategic Outcome	n/a
11	Project Discipline	GMS #38
12	Type of Activity	GMS #39
13	Arts Education	GMS #39C
14a	Adults engaged: In-person arts experience	
14b	Children engaged: In-person arts experience	
15	Actual Artists Benefited	GMS #128
16	Population Benefited by Race	
17	Population Benefited by Age	
18	Population Benefited by Distinct Groups	
19	Grant Amount Requested	GMS #81
20	Grant Award	GMS #24
21	Grant Amount Spent	GMS #124
22	Actual Total Cash Expenses for Project	GMS #100
23	Actual Total Cash Income for Project	GMS #125
24	Actual Total In-Kind Contributions for Project	GMS #112
25	NEA Share of Grant Award	n/a
26	SAA / RAO Share of Grant Award	n/a
27	Other Share of Grant Award	n/a
28	SAA / RAO Unique Identifier	n/a

PROJECT ACTIVITY LOCATION SECTION INSTRUCTIONS

The **PROJECT ACTIVITY LOCATION** section is required **only if** the funded activity is best described using one of descriptors from Column A of Field 12 (Type of Activity) in the Detail section of this report. The descriptors in Column A for Field 12 are: 2, 4, 5, 6, 7, 8, 10, 12, 16, 18, 20, 21, 22, 24, 25, 29, 33, 34, and 37.

To complete the **PROJECT ACTIVITY LOCATION** section, create an electronic data file that includes **either** Venue address information **or** Venue geographic location information (latitude and longitude) for the activity. To find the latitude and longitude of a location using Google Maps, just right-click the location and select "What's here?". The latitude and longitude coordinates will appear in the search bar.

The structure of the data file should be explained in the **PROJECT ACTIVITY LOCATION Data Sequencing Form** to allow NEA to certify your data file. If data is not available enter "-1" or leave blank. Do not use zero for this purpose. Zero should only be used numerically.

Records may be listed in any order. However, the individual data fields must be in the prescribed sequence.

Reminder: the **PROJECT ACTIVITY LOCATION** section is submitted in electronic format.

Additional instructions are available at,
www.nasaa-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/.

PROJECT ACTIVITY LOCATION SECTION DEFINITIONS

1. Venue Address (Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip)
Street address or Rural Route Number of applicant. Provide mailing address only if street address is not currently being collected. Venues based at an individual's personal address skip to question #3.
2. Venue City
City where the venue is located.
3. Venue State
State where the venue is located
4. Venue Zip
ZIP Code for address of the venue. Leave this field blank if the venue is outside the United States.
5. Venue Latitude (Venue address can be provided in lieu of Latitude and Longitude)
Geographic coordinate for the latitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the latitude of the NEA's current building is 38.894264
6. Venue Longitude (Venue address can be provided in lieu of Latitude and Longitude)
Geographic coordinate for the longitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the longitude of the NEA's current building is -77.027764
7. Number of days on which activities occurred
Estimated number of days during the funded grant period on which activities occurred at this venue. For projects that involve a permanent installation, enter 999.
8. SAA Unique Identifier
Agency's in-house application/grant identifier for each record. This field will be used to join the Project Activity Location data to the FDR DETAIL data.

ATTACHMENT 2 – FDR Project Activity Location Section Data Fields List	
	Field Name
1	Venue Address
2	Venue City
3	Venue State
4	Venue ZIP
5	Venue Latitude
6	Venue Longitude
7	Number of days on which activities occurred at this venue

AGENCY TOTALS INSTRUCTIONS

SAA / RAO Header Information:

1. Fill in the field at the top of the form with your state's 2 letter abbreviation (e.g., AL for Alabama, OH for Ohio, or WY for Wyoming, etc.) or your SAA's or RAO's name.
2. Enter the 10-digit grant number. It is on the grant award letter and also the approved project budget.
3. Enter the start date and end date of the award. If the period of support was amended in any way, enter the revised dates approved by the NEA.

Program & Administrative Totals Table:

1. Complete the table to show how your agency used the NEA funds, SAA / RAO funds, and other funds to support awards and other programmatic and administrative activities in your Partnership Agreement.
2. Fill in the appropriate boxes in the table with your actual allowable expenditures.
Note:
 - expenses paid with **NEA funds** are reported in the **NEA Share column**,
 - expenses paid with **SAA / RAO funds** are reported in the **SAA / RAO Share column**,
and
 - expenses paid with **other funds** are reported in the **Other Share column**.

Certification Blocks:

1. Enter the data for the authorizing official submitting the form as well as the contact person.

FINAL DESCRIPTIVE REPORT FORM – AGENCY TOTALS SECTION. Point and click or tab to each space and enter data.

STATE ARTS AGENCY (SAA) / REGIONAL ARTS ORGANIZATION (RAO) Partnership Agreement Grant.

SAA / RAO: _____ NEA Grant #: __ - 6100 - 2__ Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___

Program & Administrative Totals

GRANT & PROGRAM EXPENSES. <i>Should include all funds applied to grant and program operations as specified in your detail report.</i>	NEA Share	SAA / RAO Share	Other Share	Totals
Grant Awards	\$	\$	\$	<i>Sub-Total</i>
Program Expenses: Personnel	\$	\$	\$	<i>Sub-Total</i>
Program Expenses: Other	\$	\$	\$	<i>Sub-Total</i>
	<i>Sub-Total</i>	<i>Sub-Total</i>	<i>Sub-Total</i>	<i>Sub-Total</i>

ADMINISTRATIVE EXPENSES. <i>Should include all remaining funds not captured above.</i>	NEA Share	SAA / RAO Share	Other Share	Totals
Administrative Expenses: Personnel	\$	\$	\$	<i>Sub-Total</i>
Administrative Expenses: Other	\$	\$	\$	<i>Sub-Total</i>
	<i>Sub-Total</i>	<i>Sub-Total</i>	<i>Sub-Total</i>	<i>Sub-Total</i>
TOTALS	<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>

Authorizing Official:

Name: _____

Title: _____

Phone: _____

E-mail: _____

Person to contact, if different:

Name: _____

Title: _____

Phone: _____

E-mail: _____

*Fields marked with an asterisk are not part of NEA reporting requirements.

FINAL DESCRIPTIVE REPORT PART 1: DETAIL DATA SEQUENCING FORM

Point and click or tab to each space and enter data.

SAA / RAO: _____

NEA Grant #: __ - 6100 - 2__ Final or Interim? Final to be sent (date) _____.

Total # of grants/records in file: _____

Name of File: _____

Software used to produce the file:

Export Format of File--select one

- ASCII text delimited (preferred)
- ASCII tab delimited
- Access Excel
- Other: _____

List of fields IN THE EXACT ORDER in which they appear in the data dump:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14a			
14b			
15			
16			
17			
18			
19			
20			

	FieldName	Type*	MaxLength
21			
22			
23			
24			
25			
26			
27			
28			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:

Name: _____
 Title: _____
 Phone: (____) ____ - ____
 E-mail: _____

FINAL DESCRIPTIVE REPORT PART 1: PROJECT ACTIVITY LOCATION DATA SEQUENCING FORM

Point and click or tab to each space and enter data.

SAA: _____

NEA Grant #: __ - 6100 - 2__ Final or Interim? Final to be sent (date) _____.

Total # of locations/records in file: _____

Name of File: _____

Export Format of File--select one

ASCII text delimited (preferred)

ASCII tab delimited

Access Excel

Other: _____

Software used to produce the file:

List of fields IN THE EXACT ORDER in which they appear in the data dump:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:

Name: _____

Title: _____

Phone: (____) ____ - ____

E-mail: _____

PART 2: FOLK ARTS PARTNERSHIP NARRATIVE REQUIREMENT

If your grant award letter includes Folk Arts Partnership funds, provide the following information in two pages or less:

- A brief summary of activities funded. This is one summary for all funded activities, do not submit a separate narrative for each project funded.
- A brief explanation of the impact the activities had on the community(ies) and how the impact was measured.
- Anecdotes that illustrate the benefits of the support.

HOW TO SUBMIT THE FDR

1. To the NEA:

E-mail the **FDR** to finalreports@arts.gov. Identify your grant number and organization name in the subject line; e.g., FDR 12-6100-2xxx ABC Organization or FFR 12-6100-2xxx ABC Organization.

NEW - the NEA no longer requires a CD/USB drive of the DETAILS section if you are able to e-mail the file to the Grants & Contract Office.

The e-mail should include,

- DETAILS** Section – electronic format.
- PROJECT ACTIVITY LOCATION** Section (if applicable)
- AGENCY TOTALS** Section,
- DETAILS Data Sequencing Form**,
- PROJECT ACTIVITY LOCATION Data Sequencing Form** (if applicable)
- Folk Arts Partnership **Narrative** (if applicable), and
- FFR**

2. To the National Assembly of State Arts Agencies (NASAA):

Submit the following to NASAA.

- DETAILS** Section – electronic format.
- PROJECT ACTIVITY LOCATION** Section (if applicable)
- AGENCY TOTALS** Section,
- DETAILS Data Sequencing Form**,
- PROJECT ACTIVITY LOCATION Data Sequencing Form** (if applicable)

For instructions on how to submit the FDR to NASAA see www.nasaa-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/.

IMPORTANT: NASAA does not need the Folk Arts Partnership narrative or the FFR.

- #### 3. Retain a copy of the entire FDR for your records. See the [General Terms & Conditions](#) for records retention requirements.