FINAL DESCRIPTIVE REPORT

For use for any year

rev. October 2005

Submit the completed Final Descriptive Report (FDR) within 90 days after the grant period end date. In <u>Part I</u>, describe your project and its accomplishments. In <u>Part II</u>, provide quantitative data about project activities and audiences/participants.

You may complete the information on-line, or print out and type on this form, or copy this information onto your personal computer. For further instructions, consult your *Reporting Requirements*. You may fax the report to 202/682-5609 or 5610.

Grantee:		Grant #:		
Contact Person:		E-Mail:		
Telephone: ()	ext.	Fax: ()		
Project Related Web site, if any:				
Period of Support:	Start Date (mm/dd/yy): / /	End Date (mm/dd/yy): / /		
PART I: Project Narrative. Begin by <u>briefly</u> summarizing the project in the space below (i.e., what activities were carried out, for whom, and with what results?)				
Continue your narrative in the next section. Address the following points, as applicable. (Attach up to 2 additional pages; the section will NOT continue automatically to a second page. Include Grantee Name and Grant # on all pages.)				
What activities did the grant support and what did the project accomplish?				
2. Were you able to carry out the approved project activities? If not, please explain.				
3. Who were the	key artists and partnering organizations, and wh	at was the nature of their involvement?		
4. What Arts Endowment outcome did you address with this project? Was it achieved? What indicators were used to measure outcome achievement? Note: beginning with grants awarded in FY 04, all grantees must respond to this question; also FY 02 and 03 Arts Learning grantees.				
 Beyond the project's direct accomplishments, what was the impact on – or benefit to – your organization, your discipline/field, and/or community? 				
Note: We encourage you to include "human interest" stories or other anecdotal information about the project. You may also include programs, reviews, relevant news clippings, or other evidence of your accomplishments, including evidence of your acknowledgement of Arts Endowment support, (no more than three copies of each item) as attachments. Finally, be sure to review your "Reporting Requirements" to determine if you must submit work products in addition to your narrative.				

Final Descriptive Report, continued

Grantee: Grant #: ______

For Part II, figures should encompass only those activities and individuals *directly affected by or involved in* your project between your grant start and end dates. Leave blank any items that are not applicable or for which you do not have actual figures or reasonable estimates.

PART II	A. PROJECT ACTIVITY:	ī	
<u>_</u>	# of artworks created (Do NOT include student works, adaptations, re-creations, or re-stagings of existing works.)	<u>-</u>	# of artists' residencies (Artists' activities in schools or other community settings over an extended period of time.)
	# of concerts/performances/readings # of lectures/demonstrations/workshops/ symposiums # of exhibitions curated/presented (Include visual arts, media arts, films, film festivals, and design. Count each curated film festival as a single exhibition.) # of books and/or catalogues published (The # of different titles, not the # distributed. Do NOT include performance programs or guides, newsletters, or other ancillary materials.) # of artworks conserved/restored to save or prevent from decay or destruction # of artworks identified/documented (For the purpose of creating a comprehensive list, inventory, or catalog. Include works digitally converted for documentation or access purposes.)		# of schools (pre-K through grade 12) that actively participated (Those schools that were involved actively in your project, not those to which material simply was distributed.) # of organizational partners (Organizations that combined resources and worked together to make the project happen. Do NOT include funders unless they actively participated.) # of apprenticeships/internships # of hours broadcast on radio, television, or cable (For series, include hours for all broadcasts. Include broadcasts that occurred after the end date of the project only if they were a direct result of the funding of this grant. Do NOT include public service announcements, advertising, or other promotional activities, or Web-casts.)
PART II	B. PARTICIPANTS/AUDIENCES BENEFITED:		
	# of artists (Those artists who actively participated in the project, including members of performing groups and living artists whose work was represented. Do NOT include technical, managerial, or administrative support. If an artist is also a teacher, you may count that person as either an artist or a teacher, but not both.) # of teachers (Those teachers who actively participated in the project. If a teacher also is an artist, you may count that person as either an artist or a teacher, but not both.) # of children/youth		Total # individuals benefiting (Include all those from the left column plus others involved in the project during the "Period of Support." Do NOT include broadcast audiences; see below.) For radio, television, and cable broadcasts, total audience (For series, include audience totals for all broadcasts. Include broadcasts that occurred after the end date of the project only if they were a direct result of the funding of this grant. Do NOT include public service announcements, advertising or other promotional activities, or Web-casts.)
	(Those 18 years of age or younger.)		