



## REPORTING REQUIREMENTS For Grants Awarded to Organizations

For all years

Revised October 2009

You can see basic information about your grant at My Grant-At-A-Glance: [www.arts.gov/mygrant](http://www.arts.gov/mygrant)

The Reporting Requirements applicable to your grant are described below. Please follow these instructions carefully.

OF SPECIAL NOTE: See the *General Terms & Conditions (General Terms)* for detailed information.

- Grant activities should be consistent with those approved for funding by the Arts Endowment. If changes in the project are believed necessary, you must send a written request with justification to the Grants & Contracts Office **before** implementation.
- You must acknowledge the Arts Endowment's support in all materials and announcements regarding this grant.
- You should be aware of the requirements concerning record retention and the Federal government's rights of access to records and personnel.

The *General Terms* and all of your report forms and instructions are on our Web site at [www.arts.gov/manageaward](http://www.arts.gov/manageaward).

### **PROGRESS REPORT**

Generally, only one progress report will be required during the grant period. It is submitted as part of the *Request for Advance or Reimbursement* form, Section 10. The Progress Report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant award amount.

The Progress Report must include: 1) a description of all activities supported by the grant that have been undertaken since the grant period start date, and 2) a list of grant supported activities scheduled for the remainder of the grant period. Your response should generally be limited to the space provided on the form.

### **FINAL REPORTING REQUIREMENTS**

You are required to submit acceptable Final Report packages to the Grants & Contracts Office no later than 90 days after the grant period end date. **You will be ineligible for any Arts Endowment awards if you fail to submit required and acceptable Final Report packages for previously awarded grants.** Detailed instructions and all forms can be found on our Web site at the address above. The Final Report package must include:

1. The completed Federal Financial Report (FFR).
2. The completed Final Descriptive Report (FDR). This 3-part report asks you to provide:
  - a narrative describing the project and activities
  - data about specific activities and participants
  - geographic locations of grant activities (formerly the Geographic Location of Project Activity form).
3. Work Product Requirement. If a work product is required for this grant, the Final Report Package must include one or more copies of that item, as indicated below. Any work products submitted

must be labeled with the grantee's name and grant number.

IF NO ITEM IS IDENTIFIED, NO PRODUCT IS REQUIRED FOR YOUR GRANT.

Book(s)                       Digital images                       Manuscript(s)                       Score(s)  
 Catalog(s)                       DVD(s)/Video(s)                       Publication(s)  
 CD(s)                       Libretto(s)                       Other: \_\_\_\_\_

*Special Instructions:*

We reserve the right to request subsequent information or work product(s) as necessary. All Federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for Federal purposes (e.g., the use of final report work products to document the results of grant programs), including publication on a Federal Web site. If the NEA is interested in using images for promotional and educational uses, we will contact you before any such use. For more information see the *General Terms*.

**You may FAX the FDR and FFR. If you FAX your material, DO NOT SEND A HARD COPY.**  
The FAX numbers are (202) 682-5610 or 5609.

If you prefer, the **products** and **reports** can be sent by mail\*\*, in a single package to:

Grants & Contracts Office  
Final Report Section, Room 618  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001

**\*\* NOTE:** The delivery of first-class mail to NEA has been delayed since October 2001. Delays are expected to continue for the foreseeable future. Please use alternative delivery services, particularly if you are sending time-sensitive materials. In addition, some or all of the first-class and Priority mail we receive may be put through an irradiation process to protect against biological contamination. **Be advised that products (e.g., CDs, DVDs, publications) put through this process suffer irreversible damage.** If you are sending these kinds of materials, you should use alternative delivery services.

**REPORTING BURDEN:**

The public reporting burden for this collection of information is estimated to average eight 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. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget, Room 518; National Endowment for the Arts; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001. NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.