

## National Endowment for the Arts Final Descriptive Report

Submit your completed Final Report within 90 days after the award period end date. This report has three parts; the first two are included on this fillable form, which may be emailed to [NEAFinalReports@arts.gov](mailto:NEAFinalReports@arts.gov) OR, if necessary, faxed to 202/682-5609 or 5610; please do NOT email and fax. PART III of the Final Report is an [online reporting system](#) for the geographic location of project activities; consult your [Reporting Requirements](#) for guidance on completing your report.

### RECIPIENT ORGANIZATION INFORMATION

Recipient Organization:	<input type="text"/>		
Award Number:	<input type="text"/>	Contact Person:	<input type="text"/>
Email Address:	<input type="text"/>	Phone:	<input type="text"/>
Website:	<input type="text"/>	Fax:	<input type="text"/>
Period of Support:	<input type="text" value="MM/DD/YYYY"/>	to	<input type="text" value="MM/DD/YYYY"/>

### PART I: PROJECT NARRATIVE

In the space provided below (plus no more than one additional page), respond to and number each item in order:

- 1) What activities did the award support and what did the project accomplish during the period of support?
- 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 what was the nature of their involvement?
- 4) Discuss the extent to which you achieved the NEA primary outcome identified in your application. Describe specific tools used to measure outcome achievement.
- 5) Beyond the project's direct accomplishments, what was the impact on - or benefit to - your organization, your discipline/field, and/or community?

If you attach an extra page (no less than 12 point font), please note the recipient organization and award number at the top of the page.

Note: We encourage you to include "human interest" stories or other anecdotal information about the project. You may include programs, reviews, relevant news clippings, playbills, or other evidence of your accomplishments, including evidence of your acknowledgement of Arts Endowment support, as attachments. You may also provide high-resolution images (300dpi or higher) of your project for our use. Refer to the [Reporting Requirements](#) document or, if a cooperative agreement, refer to your award document to determine if you must submit work products in addition to your narrative.

## National Endowment for the Arts *Final Descriptive Report*

### PART II.A: PROJECT ACTIVITY

Provide data for activities supported with this award during the project period of support. Indicate the number of activities delivered. Leave blank any items that are not applicable or for which actual figures/supportable estimates do not exist.

Project Activity:	<u>Number</u>
# of original works of art created <i>(include literary, performing, visual, multidisciplinary, &amp; interdisciplinary works. Do <u>not</u> include student works, adaptations, recreations, or restaging of existing works.)</i>	█
# of concerts/ performances / readings	█
# of lectures / demonstrations / workshops / symposiums	█
# of exhibitions curated / presented <i>(include visual arts, media arts, film, film festivals, and design. Count each curated film festival as a single exhibition.)</i>	█
# of hours that artists were in residence <i>(artists' activities in schools or other settings)</i>	█
# of fairs/festivals	█

### PART II.B: INDIVIDUALS BENEFITED

Provide data for individuals who directly benefited during the period of support. Leave blank any items that are not applicable or for which supportable estimates do not exist.

<u>Individuals Directly Involved in Implementing the Project</u>	<u>Number</u>
<i>Enter the number of individuals; these individuals must be included in the project budget. Do not double-count. Audience/ Attendees/ Participants/ Learners should be accounted for in the next table.</i>	
Artists	█
Teachers	█
Others	█
TOTAL	█

## National Endowment for the Arts Final Descriptive Report

<u>Audiences/Attendees/ Participants/Learners</u> <i>Enter the number of people reached through each method as applicable. Do not double-count.</i>			<i>If you used social and/or other new media to reach people, please check the appropriate column below.</i>		
	<u>“Live” Arts Experience</u> (where people visit a venue - whether alone or in a group - to view or participate in an arts activity. Include exhibits, performances, and film screenings before an audience; exclude audiences that viewed or participated through transmission.)	<u>Broadcast</u> (TV, radio, cable)	<u>Distribution of Physical Materials</u> (e.g., CDs, DVDs, books)	<u>Social Media</u> (e.g., Facebook, Twitter, wikis)	<u>Other New Media</u> (e.g., websites, webcasts, eBooks and other downloads, streaming, mobile phone apps)
Adults	#				
Children/Youth (younger than 18)	#				
<b>TOTALS</b>	#	#	#	✓	✓

### PART II.C: POPULATION DESCRIPTORS

From each section, select the descriptor that best describes the primary population that benefited from the project during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

**Race / Ethnicity:**

N  American Indian / Alaska Native

A  Asian

B  Black / African American

H  Hispanic / Latino

P  Native Hawaiian / Other Pacific Islander

W  White

99  No Single Group

**Age (Range):**

01A  Pre-Kindergarten (0-5 years)

01D  K-12 (6-17 years)

01C  Young Adults (18-24 years)

01B  Adults (25-64 years)

01  Older Adults (65+ years)

99  No Single Group

**Geography:**

09I  International

Multiple States

Statewide

City / County

**Communities:**

TBD  Urban

09D  Rural

TBD  Suburban

99  No Single Group

## National Endowment for the Arts Final Descriptive Report

From the section below, select all of the descriptors that best describe the primary population that benefited from the project during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or Internet programming.

Underserved / Distinct Groups:

- TBD**  Individuals with Disabilities
- TBD**  Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- TBD**  Individuals with Low Income
- TBD**  Individuals with Limited English Proficiency
- TBD**  Military Veterans/Active Personnel

### PART II.D: ORGANIZATIONAL PARTNERS

Provide data for the organizational partners involved in the project during the period of support. An organizational partner is an outside entity that provided resources (more than money) that supported the project. Because all NEA projects require matching resources from non-NEA sources, organizations that only provided money are not considered partners. Funders are not excluded from being partners, but they must have supplied human resources or information capital, or actively participated in another way.

In the boxes below, provide the number of each type of partner involved in the project:

- |  |   |
|--|---|
| <input type="checkbox"/> Non-profit arts organization  | <input type="checkbox"/> College/University                 |
| <input type="checkbox"/> Non-profit community organization   | <input type="checkbox"/> Foundation                         |
| <input type="checkbox"/> School/School district  | <input type="checkbox"/> Religious organization             |
| <input type="checkbox"/> Local government agency<br>(count each department engaged)  | <input type="checkbox"/> For-profit commercial organization |
| <input type="checkbox"/> State government agency<br>(count each department engaged)  | <input type="checkbox"/> Media organization                 |
| <input type="checkbox"/> Federal government agency <sup>1</sup><br>(count each department engaged; <u>see footnote below</u> ) | <input type="checkbox"/> Other type: _____                  |

### PART II.E: ARTS EDUCATION STANDARDS-BASED PROJECT IMPACT

For arts education standards-based projects only (funded through the Arts Education discipline with “Americans of All Ages Acquire Knowledge or Skills in the Arts” as the intended outcome), please provide the information below. Only teachers/teaching artists and/or children/youth engaged in your project as learners should be counted in this section.

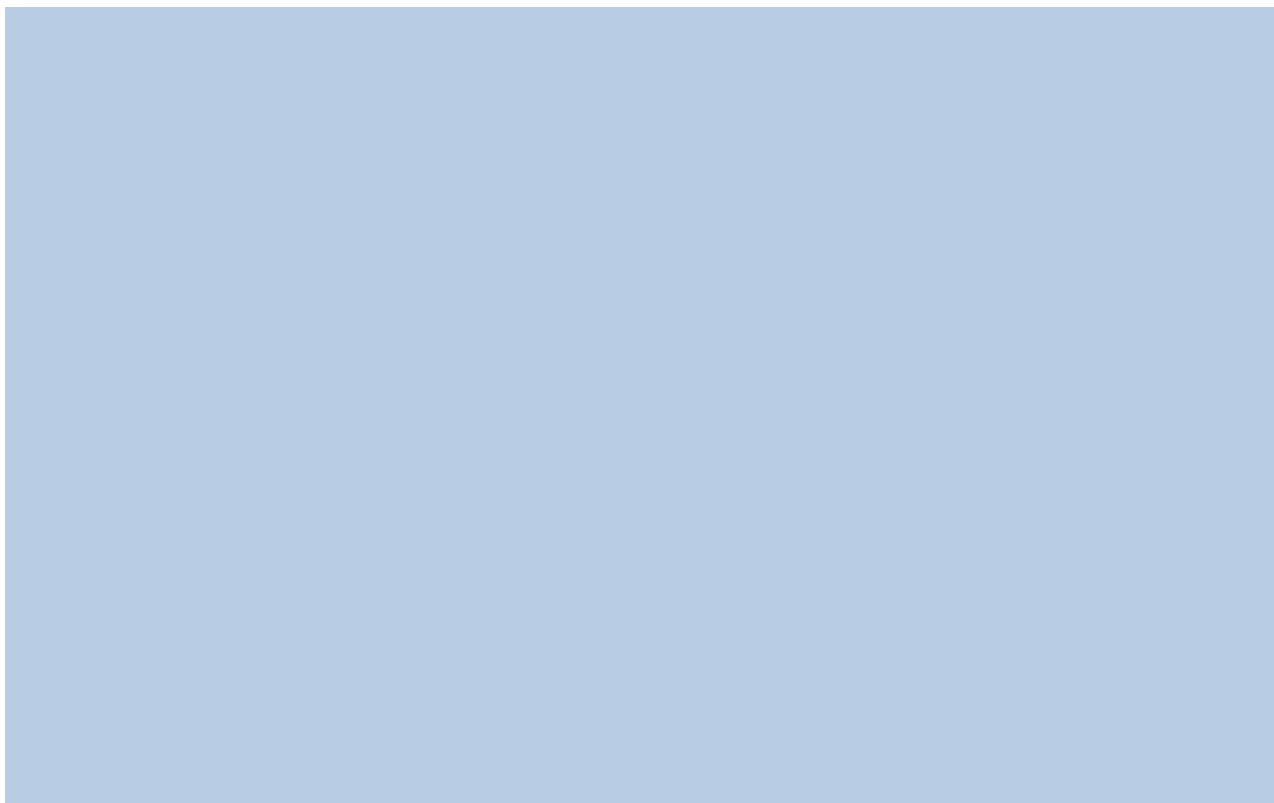
- |   |  |
|---|--|
| <input type="checkbox"/> # of teachers/teaching artists directly engaged as learners in the project | <input type="checkbox"/> # of teachers/teaching artists who demonstrated learning in arts education standards-based projects |
| <input type="checkbox"/> # of children/youth directly engaged as learners in the project            | <input type="checkbox"/> # of children/youth who demonstrated learning in arts education standards-based projects            |

<sup>1</sup> Contributions from other Federal agencies must not be included in the project budget.

## National Endowment for the Arts *Final Descriptive Report*

In the space provided below, respond to and number each of the following items in order:

- 1) *Identify the participants' specific learning outcomes assessed during the project.*
- 2) *Describe the assessment method (e.g., performance rubric, pre- and post-testing) and tools used to measure your project participants' achievement of the learning outcomes identified in #1 above.*
- 3) *Discuss the degree to which learners achieved your identified learning outcomes. Cite evidence to support the numbers (presented above) of teachers/teaching artists and/or children/youth who have demonstrated learning.*



### **PART III: GEOGRAPHIC LOCATION OF PROJECT ACTIVITY**

For your Final Report submission to be complete, you must report the locations of specific project activity using the Geographic Location of Project Activity online reporting tool at [www.arts.gov/manageaward](http://www.arts.gov/manageaward). For further guidance, please go to the site and/or refer to the [Reporting Requirements](#) applicable to your award.