



NATIONAL ENDOWMENT FOR THE ARTS

**NEA REGIONAL TOURING PROGRAM ADVANCE REPORT**

**(Regional Information Project Specifications)**

Revised 6/10

**REPORTS DUE ON OR BEFORE THE FIRST FRIDAY IN SEPTEMBER.**

The NEA Regional Arts Touring Program is a major Challenge America initiative to promote access to excellence in the arts, especially in underserved areas. This report form enables the National Endowment for the Arts to measure and report the impact of this initiative and of other touring and presenting support provided through regional arts organizations.

Please be certain that your agency has submitted specified information on each award/activity supported under the NEA Regional Arts Touring Program (NEARTP) for by the first Friday in September. [NOTE: If all NEARTP funds have not been obligated by that date, then a second advance report accounting for all of these funds should be submitted as soon as possible, but no later than the last Friday in June.] These reports are required once during the grant period even if your organization has requested a time extension.

A data dump of project details, a paper copy of your report and both totals pages should be sent to:

National Assembly of State Arts Agencies  
 1029 Vermont Ave. N.W., Second Floor  
 Washington, DC 20005

When information has been submitted to the above address, please fill in the information requested below and FAX this page to:

State & Regional / Partnership Division  
 National Endowment for the Arts  
 202/682-5613 (FAX)

\*\*\*

*I certify that the information required under the Regional Information Project was submitted to the National Assembly of State Arts Agencies on (Date): \_\_\_\_\_*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name:	
Title:	
Organization:	
Grant Number:	___ - 6100 - 2 ___

# NEA REGIONAL TOURING PROGRAM ADVANCE REPORT

## Regional Information Project

Revised, April 2008

### **A. REPORTING TIMELINE:**

The Arts Endowment and NASAA will need information on each of the 31 fields listed in the attached "Reporting Conventions" for each award/activity by the first Friday in September.

**RAOs should have obligated all or most of their NEA Regional Touring Program (NEARTP) money by September 1. If all NEARTP funds have not been obligated by that date, then a second advance report accounting for all of these funds should be submitted as soon as possible, but no later than the last Friday in June.**

### **B. WHAT WE WILL NEED:**

1. Data on multi-state arts presenting/touring awards/activities within your region that utilize NEA Regional Touring Program funds.

For multi-state arts presenting/touring awards/activities within your region that address the intent of the NEA Regional Touring Program but do not utilize NEA RTP funds, see the Final Descriptive Report Form Instructions page 11, item #29 "Other NEA Source" and Attachment 1, "Codes for Other NEA Source Field."

2. Data on multi-state arts presenting/touring awards/activities within your region that utilize other funds, and matching funds.
3. Completed Totals Page (front and back).

**(Note: Other activities, such as in-state touring and touring outside your region, should not be included in this advance report, although they should be included in your Final Descriptive Report.)**

### **DATA NEEDED INCLUDES:**

- **Existing National Standard fields** for which information should be available at the time of the award. These include 1-19 from the attached list of reporting conventions.
- We will also need the following **twelve additional fields**, 20-31 from the attached list of reporting conventions, for which information should be available at the time of award:
  20. **Project Title\***: A short descriptive title of the project for which the applicant is requesting assistance. If no formal title exists or if the title is not descriptive, a short phrase describing the activities of the project should be substituted.
  21. **Provider of Services\***: The constituent providing the artistic or other service(s) for which the applicant is requesting assistance. Include artist, performing group,

exhibit-producing organization, consultant or other contracted specialist. (Do not enter the artist management company or booking agent.)

22. **Provider of Services City:** The name of the city in which the featured artist or service provider maintains primary residence. (Do not use the city of the provider's artist management company or booking agent.)
23. **Provider of Services State:** The two letter Postal Abbreviation of the state in which the featured artist or service provider maintains primary residence. (Do not use the state of the provider's artist management company or booking agent.)
24. **Provider of Services Zip Code\*\*:** The zip code in which the featured artist or service provider maintains primary residence. (Do not use the ZIP of the provider's artist management company or booking agent.)
25. **Provider of Services Zip Four:** The four-digit postal extension of the Provider of Services Zip Code.
26. **Number of Performances/Exhibits:** The number of main events that are part of the applicant's grant award. Include concerts, performances, readings, exhibitions, etc.
27. **Number of Related Activities:** The number of auxiliary events that are part of the applicant's grant award. Include residencies, lecture demonstrations, etc.
28. **Event Duration:** The total number of days during which activities included in fields 26 and 27 will take place. Include only those days in which events or services are provided to a community or the public. For those services or activities that do not include any community or public components, enter 0.
29. **Artist Fee:** Dollars provided to the Artist Provider of Services in exchange for a performance or other work connected with the applicant's grant award. Complete only when the Provider of Services in #21 is an artist.
30. **NEA Share of Grants Award:** The dollar portion of Award Amount.
31. **Other Share:** The dollar portion of Other Funds.

**NOTE:** It is understood that information provided under the above system will be subject to change.

This information collection will not replace the final descriptive reports that regional organizations are currently required to submit within 90 days after the end of the NEA grant period.

\* Indicates an existing National Standard field and definition.

\*\* Although separated zip code data helps NASAA to verify congressional district and MSA information, we can accommodate agencies that store their zip code information in a single field. Those agencies should submit a single ten-digit field (5 digits plus hyphen plus four digits) in field 24 and leave field 25 blank.

# NEA REGIONAL TOURING PROGRAM ADVANCE REPORT

## Regional Information Project

### REPORTING CONVENTIONS

Below is the full sequence of information that regional arts organizations are required to submit to the NEA through NASAA as part of your early reporting plan. Fields required here, but not on your end-of-year FDR, are represented in **bold typeface**. Each field below should be present in a data dump and report reflecting the most current and complete information available about your approved grant projects during the grant's period of support.

<u>Field Name</u>	<u>Field Type</u>	<u>Field Length</u>	<u>Sequence in Dump</u>
1. Applicant Name	text	50	1
2. Applicant City	text	16	2
3. Applicant State	text	2	3
4. Applicant Zip*	text	5	4
5. Zip + 4*	text	5	5
6. Applicant Status	text	2	6
7. Applicant Institution	text	2	7
8. Applicant Discipline	text	3	8
9. Congressional District	text	3	9
10. Project Discipline	text	3	10
11. Activity Type	text	2	11
12. Project Descriptors	text	5	12
13. Arts Education	text	2	13
14. Grantee Race	text	12	14
15. Project Race	text	2	15
16. Amount Requested	numeric	8	16
17. Amount Awarded	numeric	8	17
18. NEA Program	text	11	18
19. Application Number**	text	9	19
<b>20. Project Title</b>	<b>text</b>	<b>40</b>	<b>20</b>
<b>21. Provider of Services</b>	<b>text</b>	<b>40</b>	<b>21</b>
<b>22. Provider of Services City</b>	<b>text</b>	<b>20</b>	<b>22</b>
<b>23. Provider of Services State</b>	<b>text</b>	<b>2</b>	<b>23</b>
<b>24. Provider of Services Zip Code*</b>	<b>text</b>	<b>10</b>	<b>24</b>
<b>25. Provider of Services Zip + 4*</b>	<b>text</b>	<b>5</b>	<b>25</b>
<b>26. No. of Performances/Exhibits</b>	<b>numeric</b>	<b>6</b>	<b>26</b>
<b>27. No. of Related Activities</b>	<b>numeric</b>	<b>6</b>	<b>27</b>
<b>28. Event Duration</b>	<b>numeric</b>	<b>6</b>	<b>28</b>
<b>29. Contract/Artist Fee</b>	<b>numeric</b>	<b>8</b>	<b>29</b>
30. NEA Share of Grant Award	numeric	8	30
31. Other Share	numeric	8	31

\*Although separated zip code data helps NASAA to verify congressional district and MSA information, we can accommodate agencies that store their zip code information in a single field. Those agencies should submit a single, ten-digit field (5 digits plus hyphen plus 4 digits) in the dump between Applicant State and Applicant Status.

\*\*Your agency's internal tracking number for each application. This is not a National Standard requirement, but is encouraged because it helps NASAA and the NEA to quickly trace a record in the event of a question.



# NEA REGIONAL TOURING PROGRAM ADVANCE REPORT

## Regional Information Project

### Sample Report Layout

#### Advance Descriptive Report Regional Arts Organizations

Agency: \_\_\_\_\_

NEA Grant #: \_\_ - 6100 - 2 \_\_\_

NEA Grant Start Date: \_\_\_\_\_ NEA Grant End Date: \_\_\_\_\_

Date Advance Report Submitted: \_\_\_\_\_

Applicant Name		Cong	Proj Descr		Request	NEA BRP	App no
Applicant City	State	P Disc	Arts Ed	Gr Race	Award	NEA RTP	
Zip	Status	Inst	A Disc	Activ Type	Prj Race	Other NEA	NEAProg
Provider of Services			Project Title				
Provider City	P State	P Zip	# of Perf	# of Other	Duration	Fee	
Miami Light Project		004	IP		6000	0	0023jz
Miami	FL	02F	99	G	5000	2500	
45454	02	47	14	05	B	PTU	
Keith Jarrett Trio			New works for piano, bass, and sax				
New York	NY	10023	3	1	5	10000	
Richmond Area Arts Council		002	PT		3450	0	0024jz
Richmond	KY	02F	02	G	2400	0	
23456	02	16	14	05	G		
No Man's Band			Concert and webcast				
Richmond	KY	23456	1	4	3	3000	

NEA REGIONAL ARTS TOURING PROGRAM ADVANCE REPORT  
Totals Information, page 1 of 2

Agency Name: \_\_\_\_\_

Grant #: \_\_ – 6100 - 2\_\_

Source of Funds	*Program Expenses for Presenting/Touring Activities	**Administrative Expenses Related to Presenting/Touring Activities	Totals
NEA Share	\$	\$	\$
SAA Share <i>No SAA Partnership Agreement funds can be included here</i>	\$	\$	\$
Other Share	\$	\$	\$
Totals	\$	\$	\$

\* Presenting/Touring Program Expenses Column

Funds in this column should reflect programmatic costs associated with multi-state arts presenting and touring engagements within your region, whether or not they are funded by the NEA Regional Touring Program component of your Regional Partnership Agreement grant. Include artist fees and related program activities such as special technical assistance services to presenters and touring artists/companies. [Note: Figures in this column should sum the detailed statistics provided on diskette to NASAA.]

\*\*Presenting/Touring Administrative Expenses Column

Funds in this column should reflect administrative costs such as staff travel and salaries, review panels, guidelines and application materials (online and print), and related overhead.

NEA REGIONAL ARTS TOURING PROGRAM ADVANCE REPORT  
Totals Information, page 2 of 2

Agency Name:

Grant #: \_\_\_- 6100 - 2 \_\_\_

**Information on Unobligated NEA Regional Touring Program Funds.**

RAOs are encouraged to have obligated all or most of their NEA Regional Touring Program money by the first Friday in September.

For those NEA Regional Touring Program Funds that have not been obligated by then please provide the following information:

Amount of Funds	Date Funds Will Be Obligated	Activities to be Supported

Authorizing Official	Contact Person
Name:	Name:
Signature:	Signature:
Title:	Title:
Phone & E-mail:	Phone & E-mail: