

**PARTNERSHIP AGREEMENTS REPORTING REQUIREMENTS**For Partnership Agreements **Numbers** 13-6100-2xxx

Rev. May 2013

A copy of this document is included in your Partnership award package. Your Reporting Requirements are described below. Please follow these instructions carefully.

Materials regarding your Partnership Agreement are at [www.arts.gov/manageaward/Partnerships](http://www.arts.gov/manageaward/Partnerships). See the [General Terms & Conditions \(General Terms\)](#) for your requirements and responsibilities as a grantee, guidance on requesting changes, and additional financial management help. Basic information about your grant is available at [www.arts.gov/mygrant](http://www.arts.gov/mygrant) (or My Grant at a Glance). Please note,

- You may be required to report subaward information to [www.fsrs.gov](http://www.fsrs.gov).
- You must acknowledge the NEA's support in all materials and announcements regarding this Partnership Agreement.

**NEA REGIONAL TOURING PROGRAM ADVANCE REPORT**

Regional Arts Organizations only

Please follow the directions provided on the report form. You are required to return this completed form **by the first Friday in September**. E-mail the report to [mathisa@arts.gov](mailto:mathisa@arts.gov).

**POETRY OUT LOUD SPECIAL REPORTING REQUIREMENTS**

State Arts Agency Poetry Out Loud recipients only

**By the last Friday in January**, e-mail to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov) the excel spreadsheet provided by the Poetry Out Loud Program Manager with the lead contact information and estimates of student and teacher participation for each school participating in Poetry Out Loud (POL) under this award. Call (202) 682-5625 for more details.

**By the last Friday in June**, please complete the Final Report for POL recipients available online at [www.arts.gov/manageaward/Partnerships.html](http://www.arts.gov/manageaward/Partnerships.html). This report should only reflect POL project activity. E-mail the report to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov).

**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 (Payment Request), 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 now scheduled for the remainder of the grant period.

**FINAL REPORTING REQUIREMENTS**

You are required to submit acceptable Final Report packages to the NEA Final reports Section of the Grants & Contracts Office (G&C) not later than 90 days after the grant end date. Failure to submit the required final reports for any award(s) renders you ineligible to receive subsequent funding for five years following the final report due date of the award(s) or until the delinquent final reports are submitted, whichever occurs first. Detailed instructions and all forms can be found at [www.arts.gov/manageaward/Partnerships](http://www.arts.gov/manageaward/Partnerships).

The Final Report package includes,

1. **FINAL DESCRIPTIVE REPORT (FDR)**.
  - **DETAILS** Section – electronic format. **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,
  - **TOTALS** page,

- **Data Sequencing Form**,
- Folk Arts Partnership **Narrative** (if applicable),

2. **FEDERAL FINANCIAL REPORT (FFR).**

**NEA:** E-mail the **FDR** and **FFR** to [finalreports@arts.gov](mailto:finalreports@arts.gov). Identify your grant number and organization name in the subject line; e.g., FDR 12-6100-2xxx ABC State Agency or FFR 12-6100-2xxx ABC Regional Organization.

**NATIONAL ASSEMBLY OF STATE ARTS AGENCIES (NASAA):** Submit the following to NASAA.

- **DETAILS** Section,
- **TOTALS** page, and
- **Data Sequencing Form.**

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

**TIME EXTENSION & INTERIM REPORT**

State Arts Agencies that are unable to complete and submit their final reports within 90 days of the original end date of the grant must,

1. request a time extension, or an extension of the final reports due date by e-mailing the Grants & Contracts Office at [grants@arts.gov](mailto:grants@arts.gov), and
2. e-mail the **Interim Report** to the NEA's State & Regional Program at [mathisa@arts.gov](mailto:mathisa@arts.gov).

Formal approval of the request must precede the submission of the Interim Report. Please review the [General Terms](#) for guidance on time extension requests. Follow the directions and answer the questions on the **Interim Reporting Requirement on Extended Grants** available at [www.arts.gov/manageaward/Partnerships](http://www.arts.gov/manageaward/Partnerships).

We reserve the right to request subsequent information or work product(s) if necessary. As a reminder, 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.

**Do not submit Final Report material as part of any upcoming application package.** All Final Report material should be e-mailed to [finalreports@arts.gov](mailto:finalreports@arts.gov). Include final Payment Requests in the e-mail to, if applicable.

**REPORTING BURDEN:** The public reporting burden for this collection of information is estimated to average sixteen 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.