PARTNERSHIP AGREEMENTS - STATE ARTS AGENCIES
FINAL DESCRIPTIVE REPORT
Grants Numbers 13-6100-2xxx

Introduction:
Attached are the instructions and required format for the **Final Descriptive Report** (**FDR**) for State Arts Agencies' (SAA) Partnership Agreements. The format is designed to facilitate accountability, analysis of information about arts agencies, and cooperation among state arts agencies, regional groups, and the Endowment through information exchange. You are required to use this format in reporting on all Partnership Agreement activities.

The FDR consists of the **DETAIL** section, **TOTALS** page, **Data Sequencing Form**, and if applicable, **Narrative Requirement** for Folk Arts Partnership funds.

- **DETAIL –** a list of all grants, awards, and activities carried out under the Partnership Agreement.

- **TOTALS –** a chart of actual project cost including administrative expenses and source of funds.

- **Data Sequencing Form (Part 1)** – cover sheet for the DETAIL section.

- **Folk Arts Partnership Narrative Requirement (Part 2)** – a brief summary of folk arts activities (only applicable if Folk Arts Partnership funds are included on the grant letter).

A list of definitions for the **FDR Data Fields** is incorporated into the instructions.

The Partnership Agreement must be matched one to one (dollar for dollar) unless otherwise noted on your award letter or through an amendment. The **TOTALS** page and the **Federal Financial Report** (**FFR**) is used to verify that the required match has been met. Federal funds, direct or indirect, cannot be used to match the Partnership Agreement.

Report only on allowable activities/costs funded through your Partnership Agreement – including awards and programmatic activities.

If you have questions or would like assistance completing this report, please call the State and Regional staff at (202) 682-5430.

DETAIL SECTION INSTRUCTIONS & DEFINITIONS

You are reporting on Partnership Agreement activity and costs. This includes subawards and any other allowable expenses included in the approved project budget. These are expenses covered by NEA funds and matching funds.

To complete the **DETAIL** section, create an electronic data file that includes all fields that constitute an award record per the **FDR Data Fields List** in "Attachment 1."

Instructions and definitions for each field are given below. The definitions, for the most part, come from the National Standard for Arts Information Exchange.

The structure of the data file should be explained in the **Data Sequencing Form** to allow NEA to certify your data file.

New definition fields are highlighted in yellow.

1. For each grant, award, and/or activity that you are reporting, complete a record that includes all of the data fields from the **FDR Data Fields List**.

    a. For each blank that requires a number, fill in only <u>one</u> number.

    b. If data is not available enter "-1" or leave blank. Do not use zero for this purpose. Zero should only be used numerically.

2. List the records for each grant, award, and/or activity on which you are reporting as described below:

    a. activity for which there is an application and award process, regardless of the funding source. Information on non-funded applications is not a part of NEA reporting requirements.

    b. other program activities of your agency (for example, publication of a newsletter, sponsorship of a statewide meeting, technical assistance, etc.).

    Records may be listed in any order. You may find it convenient to list applications and awards by arts discipline, grant program, or alphabetically. However, the individual data fields must be in the prescribed sequence.

Reminder: the **DETAIL** section is submitted in electronic format.

Additional instructions are available at,
www.nasaa-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/.

DEFINITIONS:

Organizational / Individual Information

1. <u>Applicant Name</u> (National Standard Grants Management System (GMS) field #1)
    Name of the organization or individual that applied for funds from your "Arts Agency." If your "Arts Agency" itself used funds to carry out a non-administrative program activity, enter name of your "Arts Agency."

2. <mark><u>Applicant Address</u></mark>
    Street address or Rural Route Number of applicant. Provide mailing address only if street address is not currently being collected. Applicants based at an individual's personal address skip to question #3.

3. <u>Applicant City</u> (National Standard GMS field #1)
    City where "Applicant Name" is located.

4. <u>Applicant State</u> (National Standard GMS field #1)
    Two-character state abbreviation of state or jurisdiction in which "Applicant City" is located. Enter "FO" if grant is awarded outside the United States.

5&6.   <u>Applicant ZIP Code & ZIP + 4</u> (National Standard GMS field #1)
    ZIP Code for address of "Applicant Name". Leave this field blank if grant is awarded outside the United States.

7. <u>Applicant Status</u> (National Standard GMS field #1.A)
    Legal status of "Applicant Name." Choose the one item which best describes the applicant.

    01 Individual   06 Government - Regional

02 Organization - Nonprofit	07 Government - County
03 Organization - Profit	08 Government - Municipal
04 Government - Federal	09 Government - Tribal
05 Government - State	99 None of the Above

8. <mark>Applicant Data Universal Numbering System (DUNS) number.</mark>
    DUNS number of "Applicant Name". In compliance with the Federal Funding Accountability and Compliance Act, effective with awards beginning with the number 11- 6100-xxxx , SAAs and RAOs may not make awards to an entity (non-profit, government, or business) that does not have a DUNS number. Grantees who are individuals are exempted from this requirement. <u>Enter "IND" if the grant was awarded to a grantee with a legal status of "Individual" (see question #7).</u>

9. <u>Applicant Institution</u> (National Standard GMS field #1.B)
    Choose the one item which best describes the applicant.

01 Individual – Artist	27 Library
02 Individual - Non-artist	28 Historical Society
03 Performing Group	29 Humanities Council
04 Performing Group - College/University	30 Foundation
05 Performing Group - Community	31 Corporation
06 Performing Group – Youth	32 Community Service Organization
07 Performance Facility	33 Correctional Institution
08 Art Museum	34 Health Care Facility
09 Other Museum	35 Religious Organization
10 Gallery/Exhibition Space	36 Seniors' Center
11 Cinema	37 Parks and Recreation
12 Independent Press	38 Government - Executive
13 Literary Magazine	39 Government - Judicial
14 Fair/Festival	40 Government - Legislative (House)
15 Arts Center	41 Government - Legislative (Senate)
16 Arts Council/Agency	42 Media - Periodical
17 Arts Service Organization	43 Media - Daily Newspaper
18 Union/Professional Association	44 Media - Weekly Newspaper
19 School District	45 Media - Radio
20 Parent-Teacher Organization	46 Media - Television
21 Elementary School	47 Cultural Series Organization
22 Middle School	48 School of the Arts
23 Secondary School	49 Arts Camp/Institute
24 Vocational/Technical School	50 Social Service Organization
25 Other School	51 Child Care Provider
26 College/University	99 None of the Above

10. <u>Applicant Discipline</u>* (National Standard GMS field #1.C)
    Choose the one item which best describes the applicant's primary area of work in the arts.

    01 Dance - include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime--see "Theatre" 04 for mime

    02 Music - include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral

    03 Opera/Music Theatre - include opera and musical theater

    04 Theatre - include theatre general, mime, puppet, and theatre for young audiences

    05 Visual Arts - include experimental, graphics, painting, and sculpture

06 Design Arts - include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan

07 Crafts - include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media

08 Photography - include holography

09 Media Arts - include film, audio, video, and work created using technology or experimental digital media

10 Literature - include fiction, non-fiction, playwriting, and poetry.

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.

12 Folklife/Traditional Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively.)

13 Humanities - pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14 Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.

15 Non-arts/Non-humanities - none of the above.

Project Overview

11. NEA Primary Strategic Outcome: choose one item that best describes the PRIMARY strategic outcome associated with the award:
A: Creation: The Portfolio of American Art is Expanded
B: Engagement: Americans Throughout the Nation Experience Art
C: Learning: Americans of All Ages Acquire Knowledge or Skills in the Arts
D: Livability: American Communities are Strengthened Through the Arts
E. Understanding: Public knowledge and understanding about the contributions of the arts are enhanced.

12. NEA Secondary Strategic Outcome: choose one item that best describes the SECONDARY strategic outcome associated with the award
A: Creation: The Portfolio of American Art is Expanded
B: Engagement: Americans Throughout the Nation Experience Art
C: Learning: Americans of All Ages Acquire Knowledge or Skills in the Arts
D: Livability: American Communities are Strengthened Through the Arts
E. Understanding: Public knowledge and understanding about the contributions of the arts are enhanced.
F: Not applicable

13. Discipline of Project (National Standard GMS field #38)

Of the 15 items listed under #10, Applicant Discipline, choose the one item that best describes the discipline with which funded activities are involved. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award.

14. <u>Type of Activity</u> (National Standard GMS field #39)
Choose the one item which best describes the funded activities.

01 acquisition - expenses for additions to a collection

02 audience services - e.g., ticket subsidies, busing senior citizens to an arts event

03 fellowship - i.e., to individuals

04 creation of a work of art - include commissions

05 concert/performance/reading - include production development

06 exhibition - include visual arts, film, and video; exhibition development

07 facility construction, maintenance, renovation

08 fair/festival

09 identification/documentation - e.g., for archival & educational purposes

10 institution/organization establishment - for creation or development of a new institution/organization

11 institution/organization support - general operational support

12 arts instruction - include lessons, classes and other means used to teach knowledge of and/or skills in the arts

13 marketing - all costs for marketing/publicity/promotion specifically identified with the project

14 professional support, administrative - payments for administrative salaries, wages, and benefits specifically identified with the project

15 professional support, artistic - payments for artistic salaries, wages, and benefits specifically identified with the project

16 recording/filming/taping - do not include creating art works or identification/documentation for archival or educational purposes

17 publication - e.g., manuals, books, newsletters

18 repair/restoration/conservation

19 research/planning - include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies

20 school residency - artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time

21 other residency - artist activity in a non-school setting wherein one or more core student groups receive repeated artist contact over time

22 seminar/conference

23 equipment acquisition

24 distribution of art - e.g., films, books, prints

25 apprenticeship

26 regranting

27 translation

28 writing about art (criticism)

29 professional development/training - activities enhancing career advancement

30 student assessment - measurement of student progress toward learning objectives. Not to be used for program evaluation.

31 curriculum development/implementation - include design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives

32 stabilization/endowment/challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves, enhance funding leverage or stabilization

33 building public awareness - activities designed to increase public understanding of the arts or to build public support for the arts

34 technical assistance - with technical/administrative functions

35 website/internet development - included the creation or expansion of existing web sites (or sections of web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet

36 broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks

99 none of the above

15. Project Descriptors (National Standard GMS field #39E)
Mark which, if any, of the descriptors below comprise a significant portion (50 percent or more) of the grant's resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

A Accessibility: Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

I International: Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

P Presenting/Touring: Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

T Technology: Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

Y Youth at Risk: Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

16. Arts Education (National Standard GMS Field #39C)
An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Choose the one item which best describes the funded activities.

   01 50% or more of the funded activities are arts education directed to:
      A   K through 12 students
      B   higher education students
      C   pre-kindergarten children
      D   adult learners (including teachers and artists)

   02 Less than 50% of the funded activities are arts education directed to:
      A   K through 12 students
      B   higher education students
      C   pre-kindergarten children
      D   adult learners (including teachers and artists)

   99 None of this project involves arts education

17. Project Race (National Standard GMS field #10B)
If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code "99."

Code	Characteristics for Project
A:	Asian individuals
B:	Black/African American individuals
H:	Hispanic/Latino individuals
N:	American Indian/Alaska Native individuals
P:	Native Hawaiian/Pacific Islander individuals
W:	White individuals
99:	No single group

18. Actual Individuals Benefiting (National Standard GMS field #126)
The total number of individuals who were directly involved in the funded activity throughout the grant period. Include project participants such as artists as well as non-artist project participants and audience members. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefiting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured, leave this field blank or enter a "-1" to indicate that data are not available.

19. Actual Artists Participating (National Standard GMS field #128)
Actual number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists participated enter 0.

20. Youth Benefiting (National Standard GMS field #83A)

The total number of children and youth (including people under 18 years old, students, participants, and audience members) benefiting directly from the award. This figure should reflect a portion of the total number reported in the Individuals Benefiting field, #20.

21. Grantee Race (National Standard GMS field #10A)
Coding should reflect the racial/ethnic characteristics of the grantee. For **individuals**, grantees may select **any combination** of the following that apply:

Characteristics for Individuals	Code
Asian	A
Black/African American	B
Hispanic/Latino	H
American Indian/Alaska Native	N
Native Hawaiian/Pacific Islander	P
White	W

This is most easily determined by allowing the grantee to identify his or her race.

For **organizations**, grantees should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership:

Code	Characteristics for Organizations
A:	50 percent or more Asian
B:	50 percent or more Black/African American
H:	50 percent or more Hispanic/Latino
N:	50 percent or more American Indian/Alaska Native
P:	50 percent or more Native Hawaiian/Pacific Islander
W:	50 percent or more White
99:	No single group listed above represents 50 percent or more of staff or board or membership.

22. SAA / RAO Organizational Partners

NOTE: SAAs and RAOs should report on Organizational Partners with whom they worked to carry out only their own programs and initiatives. SAAs and RAOs should not collect or report on the organizational partners of their grantees.

Indicate below how many organizations of each type participated in the funded activities during the period of support. An organizational partner is an outside entity that provides resources (more than money) that support a project or special initiative. Because all NEA and SAA/RAO grants require matching resources, 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 such as project planning, development, or implementation.

22a	Non-profit arts organization
22b	Non-profit community organization
22c	School/School district
22d	Local government agency (count each department engaged)
22e	State government agency (count each department engaged)
22f	Tribal government agency
22g	Federal government agency (count each department engaged)
22h	College/University
22i	Foundation
22j	Religious organization
22k	For-profit commercial organization

22l	Media organization
22m	Other type: _____

22n.   Are any of these organizational partners located outside the U.S.?
01 Yes
02 No
99 Not applicable (no partnerships)

Financial Information

23. Grant Amount Requested* (National Standard GMS field #81)
Amount requested by "Applicant Name" in support of this grant. If formal grant award process did not take place, include the amount allocated by "Arts Agency".

24. Grant Award (National Standard GMS field #24)
Dollar amount of grant awarded. If formal grant award process did not take place, enter amount allocated by "Arts Agency". If the application or activity was not funded, enter 0.

25. Grant Amount Spent* (National Standard GMS field #124)
Actual grant amount spent by "Applicant Name".

26. Actual Total Cash Expenses (National Standard GMS field #100)
Actual total of all cash payments made by "Applicant Name" specifically identified with the grant. This should equal the total of National Standard GMS fields #89-99.

27. Actual Total Cash Income (National Standard GMS field #125)
Actual total of all cash income specifically identified with the grant including "Grant Amount Spent." This should equal the total of National Standard GMS fields #113-122 and #124.

28. Actual Total In-Kind Contributions (National Standard GMS field #112)
The actual total value of expenses specifically identified with the grant that is provided to "Applicant" by volunteers or outside parties at no cash cost to "Applicants." This should equal the total of National Standard GMS fields #101-111. If there were no in-kind contributions enter 0.

29. NEA Share (formerly BSP or BSG Share)
Amount of Partnership Agreement grant funds included in "Grant Amount Spent." If no Partnership Agreement grant funds were included enter 0. NOTE: This field name was changed to be consistent with the streamlining of the Partnership Agreement awards. State and regional agencies may take the time necessary to update this field name in their own computer systems and on reports to the NEA.

30. SAA Share
State funds included in "Grant Amount Spent."

31. Other Share
Other funds, such as private contributions, included in "Grant Amount Spent." Applicant match should not be entered under "Other Share." If no "Other" funds were included enter 0.

32. SAA Unique Identifier
Agency's in-house application/grant identifier for each record.

	Field Name	Corresponds to National Standard GMS Field		Field Name	Corresponds to National Standard GMS Field
1	Applicant Name	GMS #1	22c	Org Partners - School/School district	n/a
2	Applicant Address 1	GMS #1	22d	Org Partners - Local gvmt agency (count each dept)	n/a
3	Applicant City	GMS #1	22e	Org Partners - State gvmt agency (count each dept)	n/a
4	Applicant State	GMS #1	22f	Org Partners - Tribal gvmt agency	n/a
5	Applicant ZIP Code	GMS #1	22g	Org Partners - Federal gvmt agency (count each dept)	n/a
6	Zip + 4 Code	GMS #1	22h	Org Partners - College/University	n/a
7	Applicant Status	GMS #1A	22i	Org Partners - Foundation	n/a
8	Applicant DUNS	n/a	22j	Org Partners - Religious organization	n/a
9	Applicant Institution	GMS #1B	22k	Org Partners - For-profit commercial org	n/a
10	Applicant Discipline*	GMS #1C	22l	Org Partners - Media org	n/a
11	NEA Primary Strategic Outcome	n/a	22m	Org Partners - Other type	n/a
12	NEA Secondary Strategic Outcome	n/a	22n	Organizational Partners Outside the U.S.	n/a
13	Project Discipline*	GMS #38	23	Grant Amount Requested*	GMS #81
14	Type of Activity	GMS #39	24	Grant Award	GMS #24
15	Project Descriptors	GMS #39E	25	Grant Amount Spent*	GMS #124
16	Arts Education	GMS #39C	26	Actual Total Cash Expenses for Project	GMS #100
17	Project Race	GMS #10B	27	Actual Total Cash Income for Project	GMS #125
18	Actual Individuals Benefiting	GMS #126	28	Actual Total In-Kind Contributions for Project	GMS #112
19	Actual Artists Participating	GMS #128	29	NEA Share of Grant Award	n/a
20	Total Children/Youth Benefiting	GMS #83A	30	SAA Share of Grant Award	n/a
21	Grantee Race	GMS #10A	31	Other Share of Grant Award	n/a
22a	Org Partners - Non-profit arts org	n/a	32	SAA Unique Identifier*	n/a
22b	Org Partners - Non-profit community org	n/a			

* Fields marked with an asterisk are not part of NEA reporting requirements

TOTALS PAGE INSTRUCTIONS

SAA Header Information:
1. Fill in the field at the top of the form with your state's 2 letter abbreviation (e.g., AL for Alabama, OH for Ohio, or WY for Wyoming, etc.) or your SAA's name.

2. Enter the 10-digit grant number. It is on the grant award letter and also the approved project budget.

3. Enter the start date and end date of the award. If the period of support was amended in any way, enter the revised dates approved by the NEA.

Program & Administrative Totals Table:
1. Complete the table to show how your agency used the NEA funds, SAA funds, and other funds to support awards and other programmatic and administrative activities in your Partnership Agreement.

2. Fill in the appropriate boxes in the table with your actual allowable expenditures.
   Note:
     - expenses paid with **NEA funds** are reported in the **NEA Share column**,
     - expenses paid with **SAA funds** are reported in the **SAA Share column**, and
     - expenses paid with **other funds** are reported in the **Other Share column**.

3. Enter sub-totals and totals in each column and row.

Certification Blocks:
1. Enter the data for the authorizing official submitting the form as well as the contact person.

FINAL DESCRIPTIVE REPORT FORM – TOTALS PAGE. Point and click or tab to each space and enter data.

STATE ARTS AGENCY (SAA) Partnership Agreement Grant.

SAA: _____ NEA Grant #: _ _ – 6100 - 2___ Start Date: / / End Date: / /

Program & Administrative Totals

GRANT & PROGRAM EXPENSES. *Should include all funds applied to grant and program operations as specified in your detail report.*	NEA Share	SAA Share	Other Share	Totals
Grant Awards	$	$	$	Sub-Total
Program Expenses: Personnel	$	$	$	Sub-Total
Program Expenses: Other	$	$	$	Sub-Total
	Sub-Total	*Sub-Total*	*Sub-Total*	*Sub-Total*

ADMINISTRATIVE EXPENSES. *Should include all remaining funds not captured above.*	NEA Share	SAA Share	Other Share	Totals
Administrative Expenses: Personnel	$	$	$	Sub-Total
Administrative Expenses: Other	$	$	$	Sub-Total
	Sub-Total	*Sub-Total*	*Sub-Total*	*Sub-Total*
TOTALS	*TOTAL*	*TOTAL*	*TOTAL*	*TOTAL*

Authorizing Official:

Name: _____

Title: _____

Phone: _____

E-mail: _____

Person to contact, if different:

Name: _____

Title: _____

Phone: _____

E-mail: _____

*Fields marked with an asterisk are not part of NEA reporting requirements.

FINAL DESCRIPTIVE REPORT PART 1: DATA SEQUENCING FORM

Point and click or tab to each space and enter data.

SAA: _____

NEA Grant #: _ _ - 6100 - 2___   ☐ **Final or** ☐ **Interim?** Final to be sent (date) _____.

Total # of grants/records in file: _____

Name of File: _____

Software used to produce the file:
_____

Export Format of File--select one
☐ ASCII text delimited (preferred)
☐ ASCII tab delimited
☐ Access   ☐ Excel
☐ Other: _____

List of fields IN THE EXACT ORDER in which they appear in the data dump:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
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7			
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11			
12			
13			
14			
15			
16			
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19			
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21			
22a			
22b			

	FieldName	Type*	MaxLength
22c			
22d			
22e			
22f			
22g			
22h			
22i			
22j			
22k			
22l			
22m			
22n			
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31			
32			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:
Name: _____
Title: _____
Phone: (___) ___ - _____
E-mail: _____

| PART 2: FOLK ARTS PARTNERSHIP NARRATIVE REQUIREMENT |

If your grant award letter includes Folk Arts Partnership funds, provide the following information in two pages or less:

- A brief summary of activities funded. This is one summary for all funded activities, do not submit a separate narrative for each project funded.

- A brief explanation of the impact the activities had on the community(ies) and how the impact was measured.

- Anecdotes that illustrate the benefits of the support.

| HOW TO SUBMIT THE FDR |

1. **To the NEA:**
   E-mail the **FDR** to finalreports@arts.gov. Identify your grant number and organization name in the subject line; e.g., FDR 12-6100-2xxx ABC Organization or FFR 12-6100-2xxx ABC Organization.

   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.

   The e-mail should include,
   - ☐ **DETAILS** Section – electronic format.
   - ☐ **TOTALS** page,
   - ☐ **Data Sequencing Form**,
   - ☐ Folk Arts Partnership **Narrative** (if applicable), and
   - ☐ **FFR**

2. **To the 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/.

   IMPORTANT: NASAA does not need the Folk Arts Partnership narrative or the FFR.

3. **Retain a copy of the entire FDR for your records.** See the General Terms & Conditions for records retention requirements.