

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]
NEA Award #: [pre-fill]

Award Amount: [pre-fill]
Period of support: [pre-fill] to [pre-fill]
NEA Discipline/Office: [pre-fill]
Award Purpose: [pre-fill (to support statement)]

Part 1: Organizational Information

Please update the information below about your organization as appropriate. [modify/delete button beside each field]

Contact Person: [text]

Title: [text]

Email: [text]

Phone: [text]

Fax: [text]

Website (if applicable): [pre-fill]

Part 2: Project Narrative [Standard ONLY]

In this section, you will describe the achievements and challenges of your project. You may cut and paste the answer into the form from another document, but must limit your response to the posted character limits.

You may include "human interest" stories or other anecdotal information about the project within the narrative as appropriate. On occasion you may be contacted for copies of programs, reviews, relevant news clippings, playbills, or other evidence of your accomplishments, including evidence of your acknowledgement of Arts Endowment support. Feel free to include Web links.

Refer to the Reporting Requirements document or, if a cooperative agreement, refer to your award document to determine if you must submit a final product in addition to your FDR and Federal Financial Report.

What activities did the award support and what did the project accomplish during the period of support? (3000 character limit) [text box]

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]

NEA Award #: [pre-fill]

Were you able to carry out all approved project activities? [single select]

- Yes
- No
 - Please explain. (2000 character limit) [only visible to those who select No for the previous question] [text box]

Discuss the extent to which you achieved the NEA primary outcome identified in your application (Outcome [pre-fill]). We recognize that some projects involve risk, and we want to hear about what you've learned from both your successes and failures Also, describe specific tools used to measure outcome achievement. (3000 character limit) [text box]

Beyond the project's direct accomplishments, what was the impact on - or benefit to - your organization, your discipline/field, and/or community? (3000 character limit) [text box]

The list below shows key individual artists or arts groups included in your approved project or amendment, as appropriate. Please review this list and make any necessary changes.

[modify/delete button beside each name] [Add key individual button at bottom of list]

- First Name [pre-fill]
- Last Name [pre-fill]
- Role [pre-fill]

The list below shows organizational partners included in your approved project or amendment, as appropriate. Please review this list and make any necessary changes. An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require matching resources from non-NEA sources, organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way. [modify/delete button beside each name] [Add organizational partner button at bottom of list]

- Organization Name [text box]
 - Proposed or committed? [select one]
 - Proposed
 - Committed
- Organization Role [drop-down list]
 - Non-profit arts association
 - Non-profit community organization
 - School/School district
 - Local government agency
 - State government agency
 - Federal government agency
 - College/University
 - Foundation

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]

NEA Award #: [pre-fill]

- Religious Organization
- For-profit commercial organization
- Media organization
- Other

Please describe the nature of the involvement in the project for the key individual artists and organizational partners listed above. (3000 character limit) [text box]

Part 2: Project Strategies and Narrative [Livability ONLY]

Project Strategies: In your application, you identified the strategies you expected to employ to strengthen communities through the arts. Please check below all the strategies that were actually used in your project. You will discuss these strategies in the next section. (Check all that apply) [multi-select]

- **Develop Plan(s) for Cultural and/or Creative Sector Growth.** Includes activities such as planning for arts/cultural districts and creative industry hubs/districts/clusters, cultural asset mapping, and other cultural planning activities.
- **Use Design to Enhance/Revitalize Public Space(s).** Includes design activities such as charrettes and competitions, development of design specifications, and other design activities.
- **Commission and/or Install New Art to Improve Public Space(s).** Includes commissioning of permanent and/or temporary site-specific public art (e.g., murals and sculptures, sculpture gardens, and waterfront art).
- **Plan and/or Conduct Arts Activities to Foster Interaction Among Community Members.** Includes arts activities (e.g., arts festivals, outdoor exhibitions, and performances) intended to engage community members in public spaces.
- **Engage Artists and/or Arts Organizations.** Includes e.g., involvement of artists and/or arts organizations in cultural planning, design, and community engagement activities.
- **Other Strategies to Improve Livability through Arts and Design.** Includes other strategies to improve community livability through the arts and design (provide additional information in the next section).

Project Narrative: In this section, you will describe the achievements and challenges of your project. You may cut and paste the answer into the form from another document, but must limit your response to the posted character limits.

You may include "human interest" stories or other anecdotal information about the project within the narrative as appropriate. On occasion you may be contacted for copies of programs, reviews, relevant news clippings, playbills, or other evidence of your accomplishments, including evidence of your acknowledgement of Arts Endowment support. Feel free to include Web links.

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]
NEA Award #: [pre-fill]

Refer to the Reporting Requirements document or, if a cooperative agreement, refer to your award document to determine if you must submit a final product in addition to your FDR and Federal Financial Report.

What activities did the award support and what did the project accomplish during the period of support? Elaborate on your use of the strategies identified in the *Project Strategies* section. (3000 character limit) [text box]

Were you able to carry out all approved project activities? [single select]

- Yes
- No
 - Please explain. (2000 character limit) [only visible to those who select No for the previous question] [text box]

Discuss the extent to which you achieved the Livability primary outcome identified in your application. We recognize that some projects involve risk, and we want to hear about what you've learned from both your successes and failures Also, describe specific tools used to measure outcome achievement. (3000 character limit) [text box]

The list below shows organizational partners included in your approved project or amendment, as appropriate. Please review this list and make any necessary changes. An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require matching resources from non-NEA sources, organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way. [modify/delete button beside each name] [Add organizational partner button at bottom of list]

- Organization Name [text box]
- Organization Type [drop-down list]
 - Non-profit arts association
 - Non-profit community organization
 - School/School district
 - Local government agency (count each department engaged)
 - State government agency (count each department engaged)
 - Federal government agency (count each department engaged)
 - College/University
 - Foundation
 - Religious Organization
 - For-profit commercial organization
 - Media organization
 - Other

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]
NEA Award #: [pre-fill]

Please describe the nature of the involvement in the project for the organizational partners listed above. (3000 character limit) [text box]

Discuss anticipated long-term impacts that may not have been measurable within the period of support (e.g., changes in migration patterns; job and/or revenue growth for the community; and growth in overall levels of social and civic engagement). Please be as specific as possible. (3000 character limit) [text box]

Discuss any actual or expected changes in policies, laws, and/or regulations that could strengthen communities through the arts as a result of your project. (3000 character limit) [text box]

Part 2: Project Narrative [Arts Ed ONLY]

In this section, you will describe the achievements and challenges of your project. You may cut and paste the answer into the form from another document, but must limit your response to the posted character limits.

You may include "human interest" stories or other anecdotal information about the project within the narrative as appropriate. On occasion you may be contacted for copies of programs, reviews, relevant news clippings, playbills, or other evidence of your accomplishments, including evidence of your acknowledgement of Arts Endowment support. Feel free to include Web links.

Refer to the Reporting Requirements document or, if a cooperative agreement, refer to your award document to determine if you must submit a final product in addition to your FDR and Federal Financial Report.

What activities did the award support and what did the project accomplish during the period of support? (3000 character limit) [text box]

Were you able to carry out all approved project activities? [single select]

- Yes
- No
 - Please explain. (2000 character limit) [only visible to those who select No for the previous question] [text box]

Discuss the extent to which you achieved the NEA primary outcome identified in your application (Outcome [pre-fill]). We recognize that some projects involve risk, and we want to hear about what you've learned from both your successes and failures (3000 character limit) [text box]

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]
NEA Award #: [pre-fill]

Beyond the project's direct accomplishments, what was the impact on – or benefit to – your organization, your discipline/field, and/or community? (3000 character limit) [text box]

The list below shows key individual artists or arts groups included in your approved project or amendment, as appropriate. Please review this list and make any necessary changes.

[modify/delete button beside each name] [Add key individual button at bottom of list]

- First Name [pre-fill]
- Last Name [pre-fill]
- Role [pre-fill]

The list below shows organizational partners included in your approved project or amendment, as appropriate. Please review this list and make any necessary changes. An organizational partner is an outside entity that will provide resources (other than money) to support the project. Because all NEA projects require matching resources from non-NEA sources, organizations that only provide money are not considered partners. Funders are not excluded from being partners, but they must also supply human resources or information capital, or actively participate in another way. [modify/delete button beside each name] [Add organizational partner button at bottom of list]

- Organization Name [text box]
 - Proposed or committed? [select one]
 - Proposed
 - Committed
- Organization Role [drop-down list]
 - Non-profit arts association
 - Non-profit community organization
 - School/School district
 - Local government agency
 - State government agency
 - Federal government agency
 - College/University
 - Foundation
 - Religious Organization
 - For-profit commercial organization
 - Media organization
 - Other

Please describe the nature of the involvement in the project for the key individual artists and organizational partners listed above. (3000 character limit) [text box]

The Arts Education project type identified in your approved project or amendment, as appropriate, is [pre-fill].

- [For "Direct Learning for Students" project type ONLY]

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]

NEA Award #: [pre-fill]

- Identify the students' specific learning outcomes assessed during the project. Describe the assessment method (e.g., performance rubric, pre- and post-testing) and tools used to measure students' achievement of these learning outcomes. (1500 character limit) [text box]
- Number of students engaged in the project as learners: [number]
- Number of students engaged in the project as learners who demonstrated learning: [number]
- Discuss the achievement of your identified learning outcomes and how assessing student learning affected your project overall. (1500 character limit) [text box]
- **[For "Professional Development for teachers, teaching artists, district staff, community leaders" project type ONLY]**
 - Identify the specific outcomes for participants in the project and describe any program evaluation tools used to measure participants' achievement of these outcomes. (1500 character limit) [text box]
 - Number of participants engaged in professional development activities: [number]
 - Number of participants reporting a change in practice as a result of the professional development: [number]
 - Discuss the achievement of your identified outcomes and any available evidence regarding the number of participants who have reported a change in their practice as a result of the professional development.
- **[For "Collective Impact" project type ONLY]**
 - Discuss anticipated long-term impacts that may not have been measurable within the period of support (e.g., changes in migration patterns; job and/or revenue growth for the community; and growth in overall levels of social and civic engagement). Please be as specific as possible. (3000 character limit) [text box]

Part 3: Project Outcomes

"In-person" Arts Experience: Enter the number of people that directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly with artists or the arts. Do not count individuals who were primarily reached through television, radio, the Internet, or other media. Avoid inflated numbers, and do not double-count repeat attendees.

- Adults [number]
- Children [number]
- Total [pre-fill]

"Media" Arts Experience: Provide an estimate of individuals who experienced the project primarily through television, radio, the Internet, and mobile programming. Avoid inflated numbers, and do not include people reached only through publicity, including advertising, PSAs, and news reports.

- Television [number]
- Radio [number]

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]
NEA Award #: [pre-fill]

- Internet [number]
- Mobile [number]
- Total [pre-fill]

For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the project during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming. [multi-select in each category]

- Race/Ethnicity (choose all that apply)
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Hispanic or Latino
 - Native Hawaiian or Other Pacific Islander
 - White
 - No single racial/ethnic group made up more than 25% of the population directly benefited
- Age Ranges (choose all that apply)
 - Children/Youth (0-18 years)
 - Young Adults (19-24 years)
 - Adults (25-64 years)
 - Older Adults (65+ years)
 - No single age group made up more than 25% of the population directly benefited
- Underserved/Distinct Groups (choose all that apply)
 - Individuals with Disabilities
 - Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
 - Individuals below the Poverty Line
 - Individuals with Limited English Proficiency
 - Military Veterans/Active Duty Personnel
 - Youth at Risk
 - No single underserved/distinct group made up more than 25% of the population directly benefited

Project Activities: Provide your best estimates for each of the following categories

- # of professional quality original works of art that were created [number]
 - Include literary, performing, visual, multidisciplinary, and interdisciplinary works.
 - Do not include student works, adaptations, recreations, or restaging of existing works.
- # of student works of art that were created [number]
- # of fairs/festivals held [number]
 - Do not include media arts or film festivals. Report those activities below under "# of exhibitions curated/presented."
- # of exhibitions curated/presented [number]

NEA Final Descriptive Report

Award Recipient Name: [pre-fill] on behalf of: [only visible if independent component] [pre-fill]
NEA Award #: [pre-fill]

-Include visual arts, media arts, film, film festivals, and design. Count each curated film festival as a single exhibition.

- # of concerts/performances/readings [number]
- # of lectures/demonstrations/workshops/symposiums [number]
- # of hours that artists were in residence (artists' activities in schools or other settings) [Livability only] [number]
- # of community action plans developed and approved that support community livability through the arts (include plans for arts/cultural districts and creative industry hubs/districts/clusters) [Livability only] [number]
- # of design plans produced (include feasibility, predevelopment, and other design plans produced to enhance and/or revitalize public spaces) [Livability only] [number]
- # of works of art installed in public spaces (include works of art permanently or temporarily installed in a public space) [Livability only] [number]

Project Activity/Venue Locations: For your Final Descriptive Report to be complete, you must report the locations of specific project activity. Locations may be reported using either a street address or geographic coordinates (latitude longitude in Decimal Degrees); all other fields are required. You may submit individual locations using the webform. To upload multiple locations at once, consider using the multiple location spreadsheet upload option (see below).

- Submit individual location (you will have the option of submitting additional locations)
 - Activity Type: [drop-down list]
 - Venue Type: [drop down list]
 - Venue Name: [text box]
 - Number of days on which events occurred at this location [number]
 - Start date [MM/YYYY]
 - End date [MM/YYYY]
 - Venue Location v1 [either Venue Location v1 or Venue Location v2 is required]
 - Venue Street 1: [text box]
 - Venue Street 2: [text box]
 - Venue City: [text box]
 - Venue State: [drop-down list]
 - Venue Zip [5-digit number]
 - Venue Location v2 [either Venue Location v1 or Venue Location v2 is required]
 - Venue Latitude: [###.#####]
 - Venue Longitude: [###.#####]
- Add multiple locations using spreadsheet upload. For instructions on formatting your spreadsheet, click <<here>>. Note this method requires a properly formatted spreadsheet.