



NATIONAL ENDOWMENT FOR THE ARTS

POETRY OUT LOUD Final Report

Revised 6/19/17

Submit the completed Poetry Out Loud Final Report **by the last Friday in June** to poetryoutloud@arts.gov. There are 2 pages to the report. Consult your *Reporting Requirements* for further instructions.

Organization:		Award #:	
Contact Person:		E-Mail:	
Telephone: () –	ext.	Fax: () –	
Project Related Web site, if any:			
Period of Support:	Start Date (mm/dd/yy): / /	End Date (mm/dd/yy): / /	
PART I: PROJECT NARRATIVE. Briefly summarizing the project in the space below (i.e., what activities were carried out, for whom, and with what results?)			

Answer the 4 Questions. Attach up to 2 additional pages; the section will NOT continue automatically to a second page. Include Recipient Name and Award # on all pages.

1. What Poetry Out Loud activities did the award support and what did the project accomplish?
2. Were you able to carry out the approved project activities?
3. Who were the key artists and partnering organizations, and what was the nature of their involvement?
4. Beyond the project's direct accomplishments, what was the impact on – or benefit to – your organization, your discipline/field, and/or community?

You may include "human interest" stories or other anecdotal information about the project too.

POETRY OUT LOUD Final Report

Recipient:

Award #:

For Part II, figures should encompass only those activities and individuals *directly affected by or involved in* your project between your award start and end dates. Leave blank any items that are not applicable or for which you do not have actual figures or supportable estimates.

PART II: A. PROJECT ACTIVITY:

_____ **# of artworks created**
(Do NOT include student works, adaptations, re-creations, or re-stagings of existing works.)

_____ **# of concerts/performances/readings**

_____ **# of lectures/demonstrations/workshops/symposiums**

_____ **# of artists' residencies**
(Artists' activities in schools or other community settings over an extended period of time.)

_____ **# of schools (pre-K through grade 12) that actively participated**
(Those schools that were involved actively in your project, not those to which material simply was distributed.)

_____ **# of organizational partners**
(Organizations that combined resources and worked together to make the project happen. Do NOT include funders unless they actively participated.)

_____ **# of hours broadcast on radio, television, or cable**
(For series, include hours for all broadcasts. Include broadcasts that occurred after the end date of the project only if they were a direct result of the funding of this award. Do NOT include public service announcements, advertising, or other promotional activities, or Web-casts.)

PART II: B. PARTICIPANTS/AUDIENCES BENEFITED DURING THE PERIOD OF SUPPORT:

_____ **# of artists**
(Those artists who actively participated in the project, including members of performing groups and living artists whose work was represented. Do NOT include technical, managerial, or administrative support. If an artist is also a teacher, you may count that person as **either** an artist **or** a teacher, but not both.)

_____ **# of teachers**
(Those teachers who actively participated in the project. If a teacher also is an artist, you may count that person as **either** an artist **or** a teacher, but not both.)

_____ **# of children/youth**
(Those 18 years of age or younger who benefited from the project.)

_____ **# of other individuals who benefited**

_____ **Total # of individuals who benefited**
(Add the four previous numbers to provide this total. Do NOT include broadcast audiences.)