National Endowment for the Arts

FY19 & Later STANDARD FINAL DESCRIPTIVE REPORT

November 2018

Submit your Final Descriptive Report (FDR) within 90 days after the period of performance end date. The FDR *must* be submitted through your eGMS REACH account, which can be accessed at https://grants.arts.gov/eGMS-Reach/Login. Before completing this form, please review the FDR formatting instructions in the Final Report Tips document, found here: www.arts.gov/grants/manage-your-award/fy18-and-later. FDRs must be completed in Adobe Reader, version 9 or newer, and saved as a PDF. Please follow the instructions carefully; improperly formatted reports cannot be accepted.

ORGANIZATION INFORMATION

Organization:		
Grant #: **OR**	Cooperative Agreement #:	
Period of Performance (month/day/year): / / to / /		
Contact (First, Last Name):		
Title:		
Email:	Phone:	
Website:		

PART I: PROJECT NARRATIVE

In this section, please respond to each narrative question in the text fields provided below. You may cut and paste the answer into the form from another document, but please limit your response to the posted character limits. As you exit each text field, it will expand to show you entered text.

Please 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 National Endowment for the Arts (NEA) support. Feel free to include relevant web links.

1. Were you able to carry out ALL approved project activities? (Yes/No check box) Describe the activities supported by this award. Please report solely on activities funded by the National Endowment for the Arts and the project match reported on your Federal Financial Report. These activities must be consistent with your application narrative, the approved project budget, and any approved grant amendments. (3,000 character limit)
2. What did this project accomplish and who benefited? List and describe key accomplishments of this project. Please include any direct and indirect benefits/impacts that resulted from this grant. Where possible, identify beneficiaries of the project (e.g., types of individuals, organizations, disciplines/fields, or communities). (3,000 character limit)
3. A. Did the project encounter any events and/or circumstances that impeded your ability to conduct the project as planned? (Yes/No check box)
   B. If yes, then please describe the nature of the challenge(s) and how you addressed them. (2,000 character limit)
4. Please complete the following tables regarding the involvement of key partners, funders (besides the Arts Endowment), and key artists. (Actual tables with project narrative question #4.)

1. Were you able to carry out ALL approved project activities?   Yes ☐   No ☐

   Describe the activities supported by this award. Please report solely on activities funded by the National Endowment for the Arts and the project match reported on your Federal Financial Report. These activities must be consistent with your application narrative, the approved project budget, and any approved grant amendments. (3,000 character limit)

   [EXPANDABLE TEXT FIELD – 3,000 CHARACTER LIMIT]

2. What did this project accomplish and who benefited? List and describe key accomplishments of this project. Please include any direct and indirect benefits/impacts that resulted from this grant. Where possible, identify beneficiaries of the project (e.g., types of individuals, organizations, disciplines/fields, or communities). (3,000 character limit)

[EXPANDABLE TEXT FIELD – 3,000 CHARACTER LIMIT]

3. A. Did the project encounter any events and/or circumstances that impeded your ability to conduct the project as planned?

Yes ☐   No ☐

B. If yes, then please describe the nature of the challenge(s) and how you addressed them. (2,000 character limit)

[EXPANDABLE TEXT FIELD – 2,000 CHARACTER LIMIT]

4. Please complete the following tables regarding the involvement of key partners, funders (besides the NEA), and key artists.

Name of Key Partner/Funder	Type of Entity	Nature of Involvement	Contributed Match? (Including In-Kind)
[TEXT FIELD]	[DROP DOWN MENU] • Nonprofit Arts Organization • Nonprofit Community Organization • Private Foundation • School or School District (K-12) • Local Government Agency • State Government Agency • Federal Government Agency* • College/University • Library • Religious Organization • Media Organization • For-profit Company • Nonprofit organization other than those identified above • Tribal Government Agency • Other	[TEXT FIELD – 700 CHARACTER LIMIT PER FIELD]	_YES _NO
[TEXT FIELD]	[DROP DOWN MENU]	[TEXT FIELD – 700 CHARACTER LIMIT]	_YES _NO
[TEXT FIELD]	[DROP DOWN MENU]	[TEXT FIELD – 700 CHARACTER LIMIT]	_YES _NO

CLICK HERE TO ADD NEW ROW

*Please note that funding from other federal government agencies CANNOT be counted as match (cost share).

Name of Key Artist	Nature of Involvement
[TEXT FIELD]	[TEXT FIELD]
[TEXT FIELD]	[TEXT FIELD]

CLICK HERE TO ADD NEW ROW

PART IIA: PROJECT ACTIVITY

Provide data for activities supported with this award (NEA and cost share funding) during the period of performance. Indicate the number of activities delivered. Leave blank any items that are not applicable or for which actual figures/supportable estimates do not exist.

Project Activity	Number
Number of Professional Original Works of Art Created • Do not include student works, adaptations, re-creations, or restaging of existing works.	
Number of Fairs/Festivals Held • Report media arts and film festivals in the Exhibitions field below, not here. • Do not break out fair/festival activities (performances, etc.) in other project activity fields.	
Number of Exhibitions Curated/Presented • Include visual arts, media arts, design, and film festivals. • Count each curated film series as a single exhibition. • An exhibition staged multiple times should be counted as one exhibition.	
Number of Concerts/Performances/Readings	
Number of Arts Instruction Activities • Include classes, demonstrations, lectures, and other means used to teach knowledge of and/or skills in the arts. • A class taught over multiple sessions should be counted as one class. • A class repeated for multiple audiences should be counted per audience.	

PART IIB: INDIVIDUALS BENEFITED

Provide data for individuals who directly benefited during the period of performance. Leave blank any items that are not applicable or for which actual figures/supportable estimates do not exist.

Individuals Compensated from the Project Budget Enter the number of individuals who were paid, in whole or in part, with project funds (both the NEA and the cost share) reported on your Federal Financial Report.	**A** **Number of individuals**	**B** **Of the number reported in column A, how many were hired (as employees, not contractors) by your organization during the project period as a result of this award?**
Artists		
Others (includes employees, temporary staff, and contractors who did not work as artists on this project)		
Total		

"In-Person" Arts Experience		Number
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 interacting with artists or the arts. Do not count individuals who were primarily reached	a. Adults	
	b. Children/Youth	

through television, radio, the Internet, or other media. Avoid inflated numbers, and do not double-count repeat attendees.	c. Total	

Virtual Arts Experience	Total Number of Unique Visitors
If your project used online or mobile components to engage audiences (e.g., podcasts, live web streaming, mobile applications, online videos/audio/games, e-book or e-reader downloads, distance learning, internet-based artworks, online collections/ exhibitions, etc.), then please enter an estimate of the total number of unique visitors who accessed these components during the grant period. Do not include people who visited a website for unrelated content.	

If your project used online or mobile components to engage audiences, then please select the "type" that best describes the form of technology used. (Select all that apply.)	
☐	Podcasts
☐	Live web streaming
☐	Mobile applications
☐	Online videos/audio/games
☐	E-book or e-reader downloads
☐	Distance learning
☐	Internet-based artworks
☐	Online collections/exhibitions
☐	Other. Please enter the type of other technology: [Text box]

PART IIC: POPULATION DESCRIPTORS

For the next three sections, please select all groups of people that your project intended to serve directly. Then answer two follow-up questions in each section.

Racial/Ethnic Groups	
☐	N - American Indian or Alaska Native
☐	A - Asian
☐	B - Black or African American
☐	H - Hispanic or Latino
☐	P - Native Hawaiian or other Pacific Islander
☐	W - White
☐	O - Other Racial/Ethnic Group. Please enter the type of group: [Text box]
☐	U - No Specific Racial/Ethnic Group

If your project focused on serving one or more racial/ethnic groups, then did it succeed in this objective?

Yes ☐   No ☐

If yes, then please complete this table. Provide an estimate, if available, of the percentage that the group(s) represented in the total population served by this project.

Racial/Ethnic Groups	Percentage of Total Population Served
[DROP DOWN MENU] • American Indian or Alaska Native • Asian • Black or African American • Hispanic or Latino • Native Hawaiian or other Pacific Islander • White • Other Racial/Ethnic Group	[% FIELD]
[DROP DOWN MENU]	[% FIELD]

CLICK HERE TO ADD NEW ROW

Age Groups	
☐	1. Children/Youth (0-17 years)
☐	2. Young Adults (18-24 years)
☐	3. Adults (25-64 years)
☐	4. Older Adults (65+ years)
☐	5. No Specific Age Group

If your project focused on serving one or more specific age groups, then did it succeed in this objective?

Yes ☐   No ☐

If yes, then please complete this table. Provide an estimate, if available, of the percentage that the group(s) represented in the total population served by this project.

Age Groups	Percentage of Total Population Served
[DROP DOWN MENU] • Children/Youth (0-17 years) • Young Adults (18-24 years) • Adults (25-64 years) • Older Adults (65+ years)	[% FIELD]
[DROP DOWN MENU]	[% FIELD]

CLICK HERE TO ADD NEW ROW

Underserved/Distinct Groups	
☐	D - Individuals with Disabilities (physical, cognitive, or sensory)
☐	I - Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
☐	P - Individuals below the Poverty Line
☐	E - Individuals with Limited English Proficiency
☐	M - Military Veterans/Active Duty Personnel
☐	Y - Youth at Risk
☐	O - Other Underserved/Distinct Group. Please enter the type of group: [Text box]
☐	U - No Specific Underserved/Distinct Group

If your project focused on serving one or more underserved/distinct groups, then did it succeed in this objective?

Yes ☐   No ☐

If yes, then please complete this table. Provide an estimate, if available, of the percentage that the group(s) represented in the total population served by this project.

Underserved/Distinct Groups	Percentage of Total Population Served
[DROP DOWN MENU] • Individuals with Disabilities (physical, cognitive, or sensory) • 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 • Other Underserved/Distinct Group	[% FIELD]
[DROP DOWN MENU]	[% FIELD]

CLICK HERE TO ADD NEW ROW