



LITERATURE FELLOWSHIPS REPORTING REQUIREMENTS

For Awards made between January 1, 2018 and September 30, 2018

ONLY grant numbers like 182xxxx-52.

Rev. 1/17/20

The **General Terms & Conditions for Literature Fellowships** (or General Terms) as well as instructions and forms for payments requests and the final report are available on our web site at www.arts.gov/manage-your-award/awards-after-oct1-2017-to-individuals section **A**.

PROGRESS REPORT

One Progress Report will be required during the grant period. It is submitted as Section 7 of the **Payment Request Form for Grants to Individuals**. The Progress Report is due the first time you request more than two-thirds of the 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) Any grant supported activities planned for the remainder of the grant period (e.g., research, travel, or other related activities).

TRANSLATION PROJECTS

As noted in the **General Terms**, grant activities for translation fellows should be consistent with those approved for funding by the National Endowment for the Arts (Arts Endowment). If you need to make changes to the project, you must email a change request with justification to the Office of Grants Management at grants@arts.gov **before** implementation. The Progress or Final Reports should **not** be used for conveying and/or requesting approval for any changes. Approval is not guaranteed.

FINAL DESCRIPTIVE AND FINANCIAL REPORT - LITERATURE FELLOWSHIPS

All grantees are required to submit an acceptable **Final Descriptive and Financial Report - Literature Fellowships** to the Office of Grants Management no later than 90 days after the grant end date. The report form is available at <https://www.arts.gov/sites/default/files/LIT-Fellows-FY18-Final-Descriptive-Financial-Report.pdf>.

The narrative should provide information about the impact or benefit of this fellowship on your artistic development. It should also include a brief description of work you accomplished with Arts Endowment support during the grant period including major achievements, any significant problems encountered, and information about any public readings or presentations, including locations, and publication plans. Please limit your response to the area provided on the form.

The final report also certifies that the Arts Endowment funds have been used for the purpose(s) for which the grant was awarded.

Email the completed report to the Office of Grants Management at finalreports@arts.gov.

You will be ineligible for any future Arts Endowment grants if you fail to submit required and acceptable Final Reports.

The Arts Endowment reserves the right to request additional information or work product(s) at any time.

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 our grant programs), including placement on a Federal Web site. For more information see the **General Terms**.

FUTURE PUBLICATION, AWARDS, AND OTHER HONORS

Each project develops its own history, often long after the Final Report has been submitted. New information related to your project—future publication(s), reviews, awards and honors, other opportunities—is appreciated by the ARTS ENDOWMENT. Our ability to document the effectiveness of our programs is facilitated by the assistance we receive from our grantees. Contact the Literary Arts Program regarding how to best provide this information at Literature@arts.gov. Include your name and grant number on all information sent.

PRIVACY ACT

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a:

This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is used for the purpose of grant awards. Personal data including home address and home telephone number will not be released and is exempt from disclosure under FOIA exemption (b) (6). Failure to provide the requested information could result in rejection of your application.

PAPERWORK REDUCTION ACT STATEMENT

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines 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: webmgr@arts.gov, Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.