National Endowment for the Arts

FY 12 to FY 14 FINAL DESCRIPTIVE REPORT - Standard*

Oct. 2012

Submit your Final Descriptive Report (FDR) within 90 days after the award period end date. The FDR *must* be emailed **as a PDF** to FinalReports@arts.gov. The name of the PDF file should be *FDR* followed by the award number (e.g., **FDR 12-3100-7923.pdf**). In the subject line of the email include *FDR*, the grant number, and the organization name (e.g., **FDR 12-3100-7923 ABC Arts Organization**). **NO scans will be accepted.**   The FDR has three parts; the first two are included on this fillable form. PART III of the FDR is an online reporting system for the geographic location of project activities. Consult your Reporting Requirements document for any additional final reporting requirements.

ORGANIZATION INFORMATION:

Organization:	
Grant #: ☐ - ☐ - ☐ **OR** Cooperative Agreement #: ☐ - ☐	
Contact: First Name: ☐ Last Name: ☐	
Email: ☐ Phone: ☐	
Web Site: ☐ Fax: ☐	
Period of Support: ☐ to ☐	

PART I: PROJECT NARRATIVE

Part I consists of 5 questions. A text field is provided to answer each question individually. You may cut and paste the answer into the form from another document, but must limit your response to the allotted space.

Note: 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.

1) What activities did the award support and what did the project accomplish during the period of support?
2) Were you able to carry out the approved project activities? If not, please explain.
3) Who were the key artists and partnering organizations, and what was the nature of their involvement?
4) Discuss the extent to which you achieved the NEA primary outcome identified in your application. Describe specific tools used to measure outcome achievement.
5) Beyond the project's direct accomplishments, what was the benefit to your organization?

* For Livability awards use the Livability FDR.

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Final Descriptive Report - Standard   **Grant #:** [ ] - [ ] - [ ]   **or DCA #:** [ ] - [ ]

PART II A: PROJECT ACTIVITY

Provide data for activities supported with this award (NEA and matching funds) during the project period of support. 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
# of original works of art created (include literary, performing, visual, multidisciplinary, and interdisciplinary works. Do **not** include student works, adaptations, recreations, or restaging of existing works.)	[ ]
# of fairs/festivals (do **not** include media arts or film festivals. Report those activities below under "# of exhibitions curated/presented.")	[ ]
# of concerts/performances/readings	[ ]
# of lectures/demonstrations/workshops/symposiums	[ ]
# of exhibitions curated/presented (include visual arts, media arts, film, film festivals, and design. Count each curated film festival as a single exhibition.)	[ ]
# of hours that artists were in residence (artists' activities in schools or other settings)	[ ]

PART II B: INDIVIDUALS BENEFITED

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

<u>Individuals Compensated from the Project Budget</u> Enter the number of individuals (employees or contractors) who were paid, in whole or in part, with NEA or matching funds from the final project budget. Do not double-count. Audience, Attendees, Participants, or Learners are entered in the next table.	Number
Artists	[ ]
Teachers	[ ]
Others (includes employees and temporary staff)	[ ]
TOTAL	

Audiences/Attendees/Participants/Learners			
Enter the **number** of people reached through each method for this project. Do not double count.			
"Live" Arts Experience Number of individuals who visited a venue to engage 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 primarily reached through TV, radio or cable broadcast, the Internet, or other media.	**Adults**	**Children/Youth (younger than 18)**	**Total**
Broadcast - TV, radio, cable			
Distribution of Physical Materials e.g., CDs, DVDs, books			

If you used social and/or other new media to reach people for this project, check the appropriate box.	
Social Media - (e.g., Facebook, Twitter, wikis)	☐
Other New Media - (e.g., web sites, webcasts, eBooks and other downloads, streaming, cell phone apps)	☐

PART II C: POPULATION DESCRIPTORS

From each section, select the descriptor that best describes the primary population that benefited from the project during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Race/Ethnicity:		
○	N	American Indian/Alaska Native
○	A	Asian
○	B	Black/African American
○	H	Hispanic/Latino
○	O	Native Hawaiian/Other Pacific Islander
○	W	White
○	G	No Single Group

Age (Range):		
○	2	Pre-Kindergarten (0-5 years)
○	3	K-12 (6-17 years)
○	4	Young Adults (18-24 years)
○	5	Adults (25-64 years)
○	6	Older Adults (65+ years)
○	1	No Single Group

Geographic Area:		
○	I (2)	International
○	M (3)	Multiple States (whether contiguous or not)
○	W (4)	Statewide (multiple counties within state)
○	B (5)	City/County

Community Type:		
○	2	Urban
○	3	Rural
○	4	Suburban
○	1	No Single Group

From the section below, select all of the descriptors that best describe the **primary** population that benefited from the project during the period of support.

Underserved/Distinct Groups:

☐	09R	Individuals with Disabilities
☐	09S	Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
☐	09T	Individuals with Low Income
☐	09U	Individuals with Limited English Proficiency
☐	09V	Military Veterans/Active Personnel
☐	099	None of the Above

PART II D: ORGANIZATIONAL PARTNERS

Provide the numbers of organizational partners involved in the project during the period of support. An organizational partner is an outside entity that provided resources (more than money) that supported the project. Because all NEA projects require matching resources from non-NEA sources, 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.

In the boxes below, provide the number of each type of partner involved in the project:

Non-profit arts organization	☐	College/University	☐
Non-profit community organization	☐	Foundation	☐
School/School district	☐	Religious organization	☐
Local government agency (count each department engaged)	☐	For-profit commercial organization	☐
State government agency (count each department engaged)	☐	Media organization	☐
Federal government agency (count each department engaged)	☐	Other type: _____	☐

PART II E: ARTS EDUCATION STANDARDS-BASED PROJECT IMPACT

If your award was issued under the Arts Education discipline and you picked **Learning** as the intended outcome, then complete **Part II E and F**. All other awardees go to **Part III: Geographic Location of Project Activity**.

Only teachers, teaching artists, and/or children and youth engaged in your project **as learners** should be counted in this section.

# of teachers/teaching artists directly engaged as learners in the project	☐
# of teachers/teaching artists who demonstrated learning in arts education standards-based projects	☐
# of children/youth directly engaged as learners in the project	☐
# of children/youth who demonstrated learning in arts education standards-based projects	☐

PART II F: ARTS EDUCATION STANDARDS-BASED PROJECT NARRATIVE

Part II F consists of 3 questions. A text field is provided to answer each question individually. You may cut and paste the answer into the form from another document, but must limit your response to the allotted space.

1) Identify the participants' specific learning outcomes assessed during the project.
2) Describe the assessment method (e.g., performance rubric, pre- and post-testing) and tools used to measure your project participants' achievement of the learning outcomes identified in #1 above.
3) Discuss the degree to which learners achieved your identified learning outcomes. Cite evidence to support the numbers (presented above) of teachers/teaching artists and/or children/youth who have demonstrated learning.

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3) Discuss the degree to which learners achieved your identified learning outcomes. Cite evidence to support the numbers (presented above) of teachers/teaching artists and/or children/youth who have demonstrated learning.

PART III: GEOGRAPHIC LOCATION OF PROJECT ACTIVITY

For your Final Descriptive Report to be complete, you **must** report the locations of specific project activity using the Geographic Location of Project Activity online reporting tool at http://apps.nea.gov/GEO/Default.aspx.

REMEMBER: Parts I & II of the FDR must be emailed as a PDF to FinalReports@arts.gov.