



PARTNERSHIP AGREEMENTS FY27 & Later FINAL DESCRIPTIVE REPORT State Arts Agencies & Regional Arts Organizations

These are the instructions and required format for the Final Descriptive Report for State Arts Agencies' (SAA) and Regional Arts Organizations' (RAO) Partnership Agreements, as well as guidance on completing the Federal Financial Report (FFR).

Final Descriptive Report (FDR)

Use the FDR to report on all activities conducted under the State Arts Plan or Regional Arts Plan (SAA / RAO Arts Plan) approved as part of your National Endowment for the Arts (NEA) Partnership application and that took place within the approved period of performance for the Partnership Agreement award.

All items listed on the FDR that are reported as part of the cost share on the FFR (whether part of the minimum required 1 to 1 cost share, or voluntary cost share) must comply with the General Terms and Conditions for Partnership Agreements. Items listed on the FDR that are not funded with NEA award funds or cost-share funds reported on the FFR are not subject to the General Terms and Conditions. Therefore, the amounts reported on the FDR may not be consistent with the amounts reported on the FFR.

Federal Financial Report (FFR)

Use the FFR to report on the expenditure of NEA funds and the required cost share for the award. Refer to the award documents in REACH for the required cost-share amount.

The FFR reflects the actual expenditure of NEA funds and verifies that the award recipient has met the required cost share for the Partnership Award. All costs reported as part of the Federal or Recipient Share on the FFR must be fully compliant with the General Terms and Conditions for the award.

The NEA uses the FFR to verify that the required cost share has been met. The FFR should only include allowable expenditures that are specifically funded with NEA funds and the designated cost share.

See complete FFR instructions at [Federal Financial Report Instructions](#).

The complete FDR consists of:

- **FDR Web Form** – confirmation of FDR submission and summary of activities funded by NEA funds and the required cost share.
- **DATA SEQUENCING FORMS** – cover sheets for the **DETAIL** section and **PROJECT ACTIVITY LOCATIONS** data.
- **DETAIL** – a list of all grants, awards, and activities carried out under the SAA / RAO Arts Plan as approved by the NEA.
- **PROJECT ACTIVITY LOCATION** – a list of locations of project activity for selected grants, awards, and activities carried out under the SAA / RAO Arts Plan as approved by the NEA (see guidance on page 11).

If you have questions, please contact the NEA State and Regional staff at saarao@arts.gov.

HOW TO SUBMIT THE FINAL REPORTS FOR FY27 and LATER AWARDS

1. To the NEA:

Submit reports via REACH at <https://grants.arts.gov/eGMS-Reach/Login.aspx>. Go to the Forms & Reports Tab of your award and click the “pen” icon next to the report to open the webform. You can edit each report until the status changes to "Under Review" in REACH.

The FDR webform in REACH is a confirmation that you have submitted all required DETAILS and PROJECT ACTIVITY LOCATION forms to NASAA, completed in their entirety, and copied to the NEA at FinalReports@arts.gov. The form also requires a brief narrative description of activities and a calculation of total individuals supported by the NEA and the project cost share reported on your Federal Financial Report. Failure to submit the FDR to NASAA will result in overdue reports and will impact your ability to draw down funds and/or receive new awards.

Submit the following directly to the NEA through REACH:

- ☐ **Final Descriptive Report SAA-RAO** (complete narrative and webform to confirm the FDR has been submitted to NASAA by the due date)
- ☐ **Federal Financial Report** or FFR (complete webform)

2. To the National Assembly of State Arts Agencies (NASAA):

Submit the following to NASAA via email, copying the NEA at FinalReports@arts.gov:

- ☐ **DETAILS Data Sequencing Form DETAILS**
- ☐ Section (electronic format)
- ☐ **PROJECT ACTIVITY LOCATION Data Sequencing Form** (if applicable)
- ☐ **PROJECT ACTIVITY LOCATION** Section (if applicable)

For additional instructions on how to submit data to NASAA see nasaa-arts.org/research/federal-reporting/.

NOTE: Do not send the FFR to NASAA. **NASAA will not accept submitted forms and files if the NEA is not copied on the email submission.**

IMPORTANT: Retain a copy of the entire FDR and FFR for your records. See the [General Terms & Conditions for Partnership Agreements](#) for record retention requirements.

FINAL DESCRIPTIVE REPORT SAA-RAO SECTION INSTRUCTIONS

To complete the **FINAL DESCRIPTIVE REPORT SAA-RAO** section, log-in to REACH at <https://grants.arts.gov/eGMS-Reach/Login.aspx>. Go to the Forms & Reports Tab of your award and click the “pen” icon next to the report to open the webform.

Respond to each question in the fields provided. 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 the text field, it will expand to show your entered text.

Within your narrative, discuss only the activities funded by the National Endowment for the Arts and the project cost share reported on your Federal Financial Report. Include any relevant weblinks. On occasion, the NEA may contact you for copies of programs, reviews, relevant news clippings, playbills, publications, video or audio recordings, or other evidence of your accomplishments, including evidence of your required acknowledgement of NEA support.

For the confirmation statement, select "yes" from the drop-down menu only after you have submitted your required reporting to NASAA, with the NEA FinalReports@arts.gov copied on the email. Then, click “Submit” to record the confirmation and submit your narrative response.

1. Briefly describe the activities in the State Arts Plan or Regional Arts Plan (SAA / RAO Arts Plan) that were funded by the NEA and the project cost share as reported on the FFR. These activities must be consistent with your application narrative, the approved project budget, and any approved award amendments. (1,000 character limit)
2. Confirmation Statement (Yes Drop-down field)

I confirm that I have submitted all required documentation of award activities to the National Assembly of State Arts Agencies (NASAA), and copied the NEA at FinalReports@arts.gov.

DETAIL SECTION INSTRUCTIONS

To complete the **DETAIL** section, create an electronic data file that includes all fields that constitute an award record per the FDR Detail Data Fields List in "Table 1."

The structure of the data file should be explained in the **FDR Data Sequencing Form** to allow NEA to certify your data file.

1. For each grant, award, and/or activity that you are reporting, complete a record that includes all data fields from the **FDR Data Fields List (Table 1)**:
 - a. For each field that requires a numeric code, fill in only one 2-digit number.
 - b. If data is not available enter "-1" or leave blank. Do not use zero for this purpose. Zero should only be used numerically.
2. List the records for each grant, award, and/or activity on which you are reporting as described below:
 - a. Activity for which there is an application and award process, regardless of the funding source.
 - b. Other program activities of your agency or organization (for example, publication of a newsletter, sponsorship of a statewide meeting, technical assistance, etc.).

Records may be listed in any order. However, the individual data fields must be in the prescribed sequence.

Additional instructions are available at nasaa-arts.org/research/federal-reporting/.

DETAIL SECTION DEFINITIONS

Organizational / Individual Information

1. Applicant Name
Name of the organization or individual that applied for funds from your "Arts Agency." If your "Arts Agency" itself used funds to carry out a non-administrative program activity, enter name of your "Arts Agency."
2. Applicant Address
Street address or Rural Route Number of applicant. Provide mailing address only if street address is not currently being collected. Applicants based at an individual's personal address skip to question #3.
3. Applicant City
City where "Applicant Name" is located.
4. Applicant State
Two-character state abbreviation of state or jurisdiction in which "Applicant City" is located. Enter "FO" if grant is awarded outside the United States.
5. Applicant ZIP Code
ZIP Code for address of "Applicant Name". Leave this field blank if grant is awarded outside the United States.
6. Applicant Status
Legal status of "Applicant Name." Choose the one item which best describes the applicant.

01 Individual	06 Government - Regional
02 Organization - Nonprofit	07 Government - County
03 Organization - Profit	08 Government - Municipal
04 Government - Federal	09 Government - Tribal
05 Government - State	99 None of the Above
7. Unique Entity Identifier (UEI) number
UEI number of "Applicant Name". On and after April 4, 2022, SAAs and RAOs must report the SAM UEI for all subawards, including subawards issued prior to April 4, 2022. Subrecipients who are individuals are exempted from this requirement. Enter "IND" if the grant was awarded to a recipient with a legal status of "Individual" (see question #6).
8. Applicant Institution Choose the one item which best describes the applicant.

01 Individual - Artist	09 Museum - Other
02 Individual - Non-artist	10 Gallery/Exhibition Space
03 Performing Group	11 Cinema
04 Performing Group - College/University	12 Independent Press
05 Performing Group - Community	13 Literary Magazine
06 Performing Group - Youth	14 Fair/Festival
07 Performance Facility	15 Arts Center
08 Museum - Art	16 Arts Council/Agency
	17 Arts Service Organization

18 Union/Professional Association
19 School District
20 Parent-Teacher Organization
21 Elementary School
22 Middle School
23 Secondary School
24 Vocational/Technical School
25 Other School
26 College/University

27 Library
28 Historical Society
29 Humanities Council
30 Foundation
31 Corporation
32 Community Service Organization
33 Correctional Institution
34 Health Care Facility
35 Religious Organization
36 Seniors' Center
37 Parks and Recreation
38 Government - Executive
39 Government - Judicial
40 Government - Legislative (House)
41 Government - Legislative
(Senate)
42 Media - Periodical
43 Media - Daily Newspaper
44 Media - Weekly Newspaper
45 Media - Radio
46 Media - Television
47 Cultural Series Organization
48 School of the Arts
49 Arts Camp/Institute
50 Social Service Organization
51 Child Care Provider
52 Mass Transit
53 Military Base
99 None of the Above

Award Overview

9. Discipline of Project

Choose the one item that best describes the discipline with which funded activities are involved. If funded activities are of a technical assistance or service nature, use the artistic discipline that will benefit from the award.

01 Dance - include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime (see "Theatre" 04 for mime).

02 Music - include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral.

03 Opera/Music Theatre - include opera and musical theater.

04 Theatre - include theatre general, mime, puppet, theatre for young audiences and storytelling as performance.

05 Visual Arts - include experimental, graphics, painting, and sculpture.

06 Design Arts - include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.

07 Crafts - include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media.

08 Photography - include holography.

09 Media Arts - include film, audio, video, and work created using technology or experimental digital media.

10 Literature - include fiction, non-fiction, playwriting, and poetry.

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.

12 Folklife/Traditional Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively.)

13 Humanities - pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14 Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.

15 Non-arts/Non-humanities - none of the above.

10. Type of Activity

Choose the one item from either Column A or Column B that best describes the funded activities.

Column A	
02	audience services - e.g., ticket subsidies, busing senior citizens to an arts event
04	creation of a work of art - include commissions
05	concert/performance/reading - include production development
06	exhibition - include visual arts, film, and video; exhibition development
07	facility construction, maintenance, renovation
08	fair/festival
10	institution/organization establishment - for creation or development of a new institution/organization
12	arts instruction - include lessons, classes and other means used to teach knowledge of and/or skills in the arts
16	recording/filming/taping - do not include creating art works or identification/documentation for archival or educational purposes
18	repair/restoration/conservation
20	school residency - artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time

Column B	
01	acquisition - expenses for additions to a collection
03	fellowship - i.e., to individuals
09	identification/documentation - e.g., for archival & educational purposes
11	institution/organization support - general operational support
13	marketing - all costs for marketing/publicity/promotion specifically identified with the project
14	professional support, administrative - payments for administrative salaries, wages, and benefits specifically identified with the project
15	professional support, artistic - payments for artistic salaries, wages, and benefits specifically identified with the project
17	publication - e.g., manuals, books, newsletters
19	research/planning - include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies
23	equipment acquisition
26	regranting

Column A	
21	other residency - artist activity in a non-school setting wherein one or more core student groups receive repeated artist contact over time
22	seminar/conference
24	distribution of art - e.g., films, books, prints (do not include broadcasting)
25	Apprenticeship
29	professional development/training - activities enhancing career advancement
33	building public awareness - activities designed to increase public understanding of the arts or to build public support for the arts
34	technical assistance - with technical/administrative functions
37	public art/percent for art
38	arts and health - include creative arts therapies and other arts and health programs

Column B	
27	translation
28	writing about art (criticism)
30	student assessment - measurement of student progress toward learning objectives. Not to be used for program evaluation.
31	curriculum development/implementation - include design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives
32	stabilization/endowment/challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves, enhance funding leverage or stabilization
35	website/internet development - include the creation or expansion of existing web sites (or sections of web sites) and mobile and tablet applications as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet
36	broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks
99	none of the above

11. Arts Education

Did this project include an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes? Choose the one item which best describes the funded activities.

- 01 50% or more of the funded activities are arts education
- 02 Less than 50% of the funded activities are arts education
- 99 No activities in this project involved arts education

Population Benefited

Provide data for individuals who directly benefited during the period of support. If actual figures or reliable estimates cannot be secured, leave these fields blank or enter a "-1" to indicate that data are not available.

12. Adults and Youth Engaged in "In-Person" Arts Experiences

Enter the **number** of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

12a. Adults engaged

12b. Children/Youth engaged (0-17 years)

13. Adults and Youth Engaged in “Virtual” Arts Experiences (optional)

Enter the **number** of people who directly engaged with the arts, whether through attendance at virtual arts events or participation in virtual arts learning or other types of activities in which people were directly involved with artists or the arts in an “online” setting. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double- count repeat attendees.

13a. Adults engaged

13b. Children/Youth engaged (0-17 years)

14. Provide counts of individuals who directly benefited from award activities. Leave blank any items that are not applicable or for which actual figures do not exist.

Individuals Compensated from the Project Budget

1. Enter the number of individuals paid, in whole or in part, with project funds (both the NEA and the cost share)	Number of individuals
a. Artists	
b. Others (includes non-artist employees, temporary staff, support and technical staff, and contractors who did not work as artists on this project)	

Financial Information

15. Grant Amount Requested

Amount requested by "Applicant Name" in support of this grant. If formal grant award process did not take place, include the amount allocated by "Arts Agency".

16. Grant Award

Dollar amount of grant awarded. If formal grant award process did not take place, enter amount allocated by "Arts Agency". *If the application or activity was not funded, enter 0.*

17. Grant Amount Spent

Actual grant amount spent by "Applicant Name."

18. Actual Total Cash Expenses

Actual total of all cash payments made by "Applicant Name" specifically identified with the grant.

19. Actual Total Cash Income

Actual total of all cash income specifically identified with the grant including "Grant Amount Spent."

20. Actual Total In-Kind Contributions

The actual total value of expenses specifically identified with the grant that is provided to "Applicant" by volunteers or outside parties at no cash cost to "Applicants." *If there were no in-kind contributions enter 0.*

21. NEA Share

Amount of Partnership Agreement grant funds included in "Grant Amount Spent." *If no Partnership Agreement grant funds were included enter 0.*

22. NEA Cost Share

Amount of Partnership Agreement cost share funds included in "Grant Amount Spent." *If no Partnership Agreement cost share funds were included, enter 0.*

23. SAA / RAO Share

State funds included in "Grant Amount Spent."

24. Other Share

Other funds, such as private contributions, included in "Grant Amount Spent." Applicant cost share should not be entered under "Other Share." *If no "Other" funds were included enter 0.*

25. SAA / RAO Unique Identifier

Agency's in-house application/grant identifier. Each grant, award, and/or activity on which you are reporting should have a unique identifying number. This field will be used to join the FDR DETAIL data to the Project Activity Location data.

TABLE 1 – NEA FDR DETAIL DATA FIELDS LIST

	Field Name	Corresponds to National Standard GMS Field
1	Applicant Name	GMS #1
2	Applicant Address 1	GMS #1
3	Applicant City	GMS #1
4	Applicant State	GMS #1
5	Applicant ZIP Code	GMS #1
6	Applicant Status	GMS #1A
7	Applicant UEI	n/a
8	Applicant Institution	GMS #1B
9	Project Discipline	GMS #38
10	Type of Activity	GMS #39
11	Arts Education	GMS #39C
12a	Adults engaged: In-person arts experience	
12b	Children engaged: In-person arts experience	
13a	Adults engaged: Virtual arts experience	
13b	Children engaged: Virtual arts experience	
14	Actual Artists Benefited	GMS #128
15	Population Benefited by Age	
16	Population Benefited by Distinct Groups	
17	Grant Amount Requested	GMS #81
28	Grant Award	GMS #24
19	Grant Amount Spent	GMS #124
20	Actual Total Cash Expenses for Project	GMS #100
21	Actual Total Cash Income for Project	GMS #125
22	Actual Total In-Kind Contributions for Project	GMS #112
23	NEA Share of Grant Award	n/a
24	NEA Cost Share	n/a
25	SAA / RAO Share of Grant Award	n/a
26	Other Share of Grant Award	n/a
27	SAA / RAO Unique Identifier	n/a

PROJECT ACTIVITY LOCATION SECTION INSTRUCTIONS

The **PROJECT ACTIVITY LOCATION** section is required only if the funded activity is best described using one of descriptors from Column A of Field 12 (Type of Activity) in the Detail section of this report. The descriptors in Column A for Field 12 are: 02, 04, 05, 06, 07, 08, 10, 12, 16, 18, 20, 21, 22, 24, 25, 29, 33, 34, and 37.

To complete the **PROJECT ACTIVITY LOCATION** section, create an electronic data file that includes either:

- venue address information or
 - venue geographic location information (latitude and longitude) for the activity.
- To find the latitude and longitude of a location using Google Maps, just right-click the location and select "What's here?". The latitude and longitude coordinates will appear in the search bar.

Table 2 is a chart of the FDR project activity location section data fields. Records may be listed in any order. However, the individual data fields must be in the prescribed sequence.

The structure of the data file should be explained in the **PROJECT ACTIVITY LOCATION Data Sequencing Form** to allow NEA to certify your data file. If data is not available enter "-1" or leave blank. Do not use zero for this purpose. Zero should only be used numerically.

Reminder: the **PROJECT ACTIVITY LOCATION** section is submitted in electronic format to NASAA, with FinalReports@arts.gov copied.

Additional instructions are available at nasaa-arts.org/research/federal-reporting/.

PROJECT ACTIVITY LOCATION SECTION DEFINITIONS

1. Venue Address (Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip)
Street address or Rural Route Number of venue. Provide mailing address only if street address is not currently being collected. Venues based at an individual's personal address skip to question #3.
2. Venue City
City where the venue is located.
3. Venue State
State where the venue is located.
4. Venue Zip
ZIP Code for address of the venue. Leave this field blank if the venue is outside the United States.
5. Venue Latitude (Venue address can be provided in lieu of Latitude and Longitude)
Geographic coordinate for the latitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the latitude of the NEA's current building is 38.883671.
6. Venue Longitude (Venue address can be provided in lieu of Latitude and Longitude)
Geographic coordinate for the longitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the longitude of the NEA's current building is -77.021439.
7. Number of days on which activities occurred
Estimated number of days during the funded grant period on which activities occurred at this venue. For projects that involve a permanent installation, enter 999.
8. SAA / RAO Unique Identifier
Agency's in-house application/grant identifier for each record. This field will be used to join the Project Activity Location data to the FDR DETAIL data.

TABLE 2 – NEA FDR PROJECT ACTIVITY LOCATION SECTION DATA FIELDS LIST

	Field Name
1	Venue Address
2	Venue City
3	Venue State
4	Venue ZIP
5	Venue Latitude
6	Venue Longitude
7	Number of days on which activities occurred at this venue
8	SAA / RAO Unique Identifier

NEA FINAL DESCRIPTIVE REPORT: DETAIL DATA SEQUENCING FORM

SAA / RAO:

NEA Grant #:

Total # of grants/records in file:

Name of File:

Software used to produce the file:

Export Format of File--select one

- ☐ ASCII text delimited (preferred)
- ☐ ASCII tab delimited
- ☐
- ☐
- ☐ Access
- ☐ Excel
- Other:

List of fields IN THE EXACT ORDER in which they appear in the data file:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12a			
12b			
13a			
13b			
14			
15			
16			
17			
18			
19			

	FieldName	Type*	MaxLength
21			
22			
23			
24			
25			
26			
27			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:

Name:
Title:
Phone:
E-mail:

NEA FINAL DESCRIPTIVE REPORT: PROJECT ACTIVITY LOCATION DATA SEQUENCING FORM

SAA / RAO:

NEA Grant #:

Total # of locations/records in file:

Name of File:

Export Format of File--select one☐ ASCII text delimited (preferred)☐ ASCII tab delimited☐
☐

Access

Other:

☐

Excel

Software used to produce the file:

List of fields IN THE EXACT ORDER in which they appear in the data file:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:

Name:

Title:

Phone:

E-mail:

PAPERWORK REDUCTION ACT STATEMENT

The public reporting burden for this collection of information is estimated at an average of 4.5 hours 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. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please send your comments to: research@arts.gov, Attention: Reporting Burden. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid U.S. Office of Management and Budget (OMB) control number.