



## IMPORTANT NOTICE ABOUT FINAL REPORTS FOR FY 12 GRANTS (12-xxxx-7xxx)

3/22/12

### **Please note these changes to Final Reports for FY 12 grants:**

1. **New Final Descriptive Report (FDR) forms are being used for FY 12 grants.** They are not the same as previous years. We will not accept the old FDR form for a FY 12 grant. (Nor will we accept the 2012 form for a FY 11 or earlier grant.)

**Tip:** The first two digits of your grant number indicate the fiscal year it was awarded.

2. **Standard or Livability?** There are two FDR forms being used for FY 12 grants. You should select the appropriate form based on the primary outcome you selected and described in your project narrative at the time of application (Creation, Engagement, Learning, or Livability).

If you selected the Livability outcome, you should complete only the Livability FDR. All other grantees should complete only the Standard FDR. If you send the wrong report, we will ask you to resubmit. **If you are unsure which outcome you selected, review your award letter or look it up at My Grant at a Glance.**

3. **FDRs for FY 12 grants must be submitted by email.** Follow our instructions for mandatory file naming and materials submission requirements. FDRs for FY 12 grants will not be accepted by fax or mail.

Tips for completing the 2012 forms as well as instructions about the submission of materials can be found on the following pages. **Please consult the 2012 Final Report Checklist** to ensure you have submitted all required documentation.

Final Report questions can be directed to (202) 682-5403 or [FinalReports@arts.gov](mailto:FinalReports@arts.gov).

My Grant at a Glance: [www.arts.gov/mygrant](http://www.arts.gov/mygrant)



## TIPS FOR COMPLETING FINAL REPORTS FY 12 GRANTS (12-XXXX-7XXX)

3/22/12

Follow these tips to avoid common errors. Forms and instructions can be found at [www.arts.gov/manageaward/Organizations2](http://www.arts.gov/manageaward/Organizations2). For additional financial guidance, including details on unallowable costs, please refer to the NEA Office of Inspector General's [Financial Management Guide for Non-Profit Organizations](#) and [Financial Management Guide for State and Local Governments](#).

### FINAL DESCRIPTIVE REPORT

#### **LIVABILITY FDR ONLY: Part IA: Project Strategies**

- You must select at least one project strategy.

#### **Part I: Project Narrative**

- Answer each narrative question in the text box provided. The narrative must give us a full sense of the activities and accomplishments of the approved project. Answer only one question at a time, and in the appropriate box.
- When describing major project activities, include dates.
- Fundraising and reception expenses are not allowed in NEA grants. These activities should not be described in your narrative.
- Each text box has a limit of 3,684 characters. It will not accept any text past this limit. You may want to compose your narrative answers in a Word document and then paste them into the form. Please note that the PDF form will eliminate any "fancy" formatting such as indent, bold, italics, or underline, but will accept standard bullets and auto-numbered lists.

#### **Part IIA: Project Activity**

- If your project does not fit into one of the project activity categories, leave this section blank.
- *# of fairs/festivals*: if your project was a festival, mark it here and do not break out the number of performances, workshops, etc. in other categories.
- *# of lectures/demonstrations/workshops/symposiums*: if it takes place over two or more days, do not count it multiple times. For example, a semester-long class would be counted once.
- *# of exhibitions curated/presented*: for film projects (other than film festivals), count each film as one exhibition. Do not count multiple showings of any exhibition.
- *# of hours that artists were in residence*: count hours of scheduled community/classroom engagement. Professional development residencies (such as at an artists' community) should not be counted here.

#### **Part IIB: Individuals Benefitted**

- *Individuals Compensated from the Project Budget*: Only include individuals who were paid. Do not include volunteers or others who donated their services (e.g., a performance, consulting, etc.).
- *Audiences/Attendees/Participants/Learners*: A "Live Arts Experience" also includes activities where the art comes to the audience, such as at nursing homes, correctional institutions, and schools.
- *Audiences/Attendees/Participants/Learners*: "Distribution of Materials" numbers should include items of substance clearly related to the award, but not programs or simple handouts.

## **Part II E-F: Arts Education Standards-Based Project Impact and Narrative**

- **This section should only be completed by grantees whose award was issued under the Arts Education discipline.** The grant number will look like this: 12-51xx-7xxx. Other grantees should skip Parts IIE and IIF.
- Students and teachers/teaching artists “directly engaged as learners in the project” are those who have primarily participated by observation, such as by attending a play or observing a class.
- Students and teachers/teaching artists who “demonstrated learning in arts education standards-based projects” are those who have had a sustained, standards-based, educational experience.

## **Part III: Geographic Location of Project Activity – ONLINE MODULE**

- If project activity took place at locations other than your primary address, list each address. These include schools, performance venues, conference centers, etc. Media arts grantees should include addresses of radio or television stations that broadcast their programs within the grant period.
- Each location need only be entered once, regardless of the number of times activities occurred there. If activities at one location spanned multiple months, enter the first month.

## **FEDERAL FINANCIAL REPORT (FFR)**

- The dates in section 8 must match the approved grant period and encompass all approved project activity.
- Line 10j represents **your share** of the final project cost, **based on actual expenditures**.
  - Do NOT include the NEA grant amount in this line.
  - For most grants, you must show at least a 1:1 match.
  - Receptions, fundraising, and other **unallowable costs** must not be included. In addition, you may want to refer to your approved project budget to see if any costs were removed by the Arts Endowment.
- The name and title of the Authorizing Official who approved the report must be provided, as well as their phone number and email address.
- If you have previously requested a portion of your grant funds, the FFR may be used to release the balance of the grant. To do so, indicate in section 12 the amount being requested and the bank account and RTN number(Routing Transmittal Number) that should be used for the payment.

## **PAYMENT REQUEST**

- If you have not yet requested any of your grant funds, you must submit a NEA Payment Request form in order to receive payment.
- Your final project cost must be the same on both the Payment Request and the Federal Financial Report (FFR). The match shown on line 9d of the Payment Request must equal line 10j of the FFR.

## **WORK PRODUCTS**

- Any work product requirement will be noted on the blue Reporting Requirements sheet that was sent with your grant award package.
- All products must be sent directly to the Grants & Contracts Office, so we can mark them received and review them with your Final Report. Be sure to indicate your organization name and grant number.

## SUBMITTING YOUR FY 12 FINAL REPORT

**The Final Descriptive Report (FDR), parts I and II, must be emailed.**

Save the FDR to your computer as a PDF file. Do not print out and then scan the file as a PDF; we cannot accept a scanned FDR. The name of the PDF file must be FDR followed by the award number (e.g., FDR 12-xxxx-7xxx.pdf). Once completed, e-mail the FDR to [FinalReports@arts.gov](mailto:FinalReports@arts.gov) with FDR, the grant number, and your organization's name in the subject line (e.g., FDR 12-xxxx-7xxx Art Organization).

We suggest that you **paste a completed 2012 Final Report Checklist** into the body of your email so we can track the various elements of your Final Report.

**The FDR, part III (Geographic Location of Project Activity), must be completed online.**

**For your convenience, these documents can also be attached to your FDR email:**

- Federal Financial Report (FFR)
- Payment Request—if funds remain
- Required Work Product—if electronic version is acceptable to NEA

If including other documents with your FDR email, please follow the same format for file naming.

**Any faxed materials should be sent to (202) 682-5609 or -5610. We accept deliveries at:**

Grants and Contracts Office, Final Reports  
National Endowment for the Arts  
1100 Pennsylvania Ave, NW #618  
Washington, DC 20506

Please note: some or all of the first-class and Priority mail we receive may be put through an irradiation process to protect against biological contamination. Products (e.g., CDs, DVDs, publications) put through this process suffer irreversible damage. If you are sending these kinds of materials, you should use an alternative delivery service.

**Please do not email and fax the same documents.**

**How do you know we've received your report?** Check My Grant At A Glance. If you do not see a report marked received within 3 work days of submission, please contact us to ensure it arrived.