



**PARTNERSHIP AGREEMENTS
REPORTING REQUIREMENTS**

For Partnership Agreements awarded FY2006 and earlier

Revised May 2006

Basic information about your grant is available online at My Grant-At-A-Glance: www.arts.gov/mygrant.

This document (with applicable product requirements) is included in your award package. The applicable Reporting Requirements are described below. Please follow these instructions carefully.

OF SPECIAL NOTE: See the **General Terms & Conditions** (*General Terms*) for detailed information. The *General Terms*, report forms and instructions are found at www.arts.gov/manageaward.

- You must acknowledge the Arts Endowment's support in all materials and announcements regarding this grant.
- You should be aware of the requirements concerning record retention and the Government's rights of access to records and personnel.
- Partnership grantees are not required to submit the Geographic Location of Project Activity form.

**2006 NEA REGIONAL TOURING PROGRAM ADVANCE REPORT
(For Regional Arts Organizations Only)**

The National Endowment for the Arts is required by Congress to report on the geographic location of grant activities. This collection provides the best available means of meeting the congressional requirement with respect to the activities supported through the regional arts organizations. Please follow the directions provided. **NOTE: For 2006 awards, Regional Arts Organizations are required to return this completed form by September 1, 2006.** [Please FAX the report to 202/682-5613.]

PROGRESS REPORT

Generally, only one progress report will be required during the grant period. It is submitted as part of the Request for Advance or Reimbursement form, Section 10. The Progress Report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant 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) a list of grant-supported activities now scheduled for the remainder of the grant period.

FINAL REPORTING REQUIREMENTS

You are required to submit acceptable Final Report packages to the Grants & Contracts Office not later than 90 days after the grant end date. **You will be ineligible for any Arts Endowment grants if you fail to submit required and acceptable Final Report packages for previously awarded grants.** Detailed instructions and all forms can be found on our Web site at the address above. The Final Report package must include:

1. The completed Financial Status Report (FSR).

NOTE: Each component of the grant – the Basic State Plan, Arts Education, Arts in Underserved Communities, American Masterpieces, and Challenge America for SAAs; and the Basic Regional Plan, Presenting & Touring, and American Masterpieces for RAOs – must be matched separately.

A grantee may *not* use excess from one component to match another. Please provide the totals of matching funds for each grant component on the Totals Page of the Final Descriptive Report.

2. Three copies of a Final Descriptive Report (FDR), which must include the information requested on the forms. Please follow the directions provided. The FDR has three parts:

Part 1: Statistical Final Descriptive Report, submit **only** the Totals Page (2 copies), a diskette/CD containing the DETAIL pages, and the Data Sequence Form (2 copies) to the NEA Final Report Section. The remaining copy of the Totals Page and a copy of the diskette/CD of the Detail pages should be sent to the National Assembly of State Arts Agencies, for the State & Regional database, per the final page of the FDR materials. (You must request a waiver from the State & Regional Partnerships staff if you cannot meet the technology requirement.)

Part 2: American Masterpieces Descriptive Report, and

Part 3: Challenge America Descriptive Report (States only).

3. Work Product Requirement: If your grant is supported with American Masterpieces or **Challenge America** (States only) funds, you must provide photographs. This is a required Work Product. Review *Part 2: American Masterpieces Descriptive Report* and *Part 3: Challenge America Descriptive Report* (States only) for more details.

INTERIM REPORT. State Arts Agencies that are unable to fully complete and submit their final reports within 90 days of the original end date of the grant are required to submit an Interim Report (to the NEA State & Regional Program, room 710—FAX: 202/682-5613). A request for a time extension or an extension of the final report deadline should be submitted separately, and formal approval of that request must precede the submission of the Interim Report. Please review the [General Terms](#) for guidance on time extension requests. Please follow the directions and answer the questions on the [Interim Reporting Requirement on Extended Grants](#) available on our Web site.

We reserve the right to request subsequent information or work product(s) if necessary. 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 grant programs), including publication on a federal Web site.

Do not submit Final Report material as part of any upcoming application package. All Final Report material should be sent in a single package to:

Grants & Contracts Office
Final Report Section, Room 618
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

NOTE: The delivery of first-class mail to NEA has been delayed since October 2001. Delays are expected to continue for the foreseeable future. Please consider using alternative delivery services, particularly if you are sending time-sensitive materials. In addition, some or all of the first-class and Priority mail we receive may be put through an irradiation process to protect against biological contamination. Be advised that products (e.g., CDs, videos, slides) put through this process suffer irreversible damage. If you are sending these kinds of materials, we encourage you to consider using alternative delivery services.

REPORTING BURDEN:

The public reporting burden for this collection of information is estimated to average sixteen hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements 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: Deputy Chairman for Management & Budget, Room 628; National Endowment for the Arts; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001. NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.