



## PARTNERSHIP AGREEMENTS REPORTING REQUIREMENTS

For Partnership Agreements awarded FY 2010 and FY 2011

Revised May 2011<sup>(6/12)</sup>

Basic information about your grant is available online at: [www.arts.gov/mygrant](http://www.arts.gov/mygrant).

This document 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](http://www.arts.gov/manageaward).

- For FY11 & later awards, you may be required to report subaward information to [www.fsr.gov](http://www.fsr.gov).
- You should be aware of the requirements concerning record retention and the Government's rights of access to records and personnel.
- You must acknowledge the Arts Endowment's support in all materials and announcements regarding this grant.
- Partnership grantees are not required to submit the Geographic Location of Project Activity form.

### 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. Please follow the directions provided on the report form. NOTE: Regional Arts Organizations are required to return this completed form **by the first Friday in September**. FAX the report to 202/682-5613.

### POETRY OUT LOUD SPECIAL REPORTING REQUIREMENTS (For **State Arts Agency Poetry Out Loud** recipients only)

**By the last Friday in January**, please e-mail an excel spreadsheet with information for the lead contact at each participating school for the POL program being carried out under the current award. Column headings must be as follows: school name, school street address, city, state, zip, lead contact first name, lead contact last name, phone number, fax number, and e-mail. E-mail the report to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov).

**By the last Friday in June**, please complete the Final Report for Poetry Out Loud recipients available online at [www.arts.gov/manageaward/Partnerships.html](http://www.arts.gov/manageaward/Partnerships.html). The report form should only reflect Poetry Out Loud project activity. E-mail the report to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov).

### 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. **Failure to submit the required final reports for any award(s) renders you ineligible to receive subsequent funding for five years following the final report due**

**date of the award(s) or until the delinquent final reports are submitted, whichever occurs first.** 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 **Federal Financial Report** (FFR).
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 two 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: Folk Arts Partnership (as appropriate) Narrative Report.**

**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 722—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.