OMB # 3135-0112 Expires 11/30/13

NATIONAL ENDOWMENT FOR THE ARTS

FY 2010 & 2011 PARTNERSHIP AGREEMENTS
REGIONAL ARTS ORGANIZATIONS
Instructions for Final Descriptive Report Forms
Part 1: Statistical

(grant numbers beginning 10-6100-2XXX, 11-6100-2XXX)

(6/12)

Introduction

Attached are instructions for preparing the statistical portion of the report required of Regional Arts Organizations (RAO) as a condition of receiving a National Endowment for the Arts (NEA) Partnership Agreement grant. The required format is designed to facilitate accountability, effective analysis of basic information about public arts agencies, and cooperation among state arts agencies, regional groups, and Endowment programs through information exchange. Information provided may be used in reports to Congress. Regional Arts Organizations are required to use this format in reporting on all agency-funded activities.

Terms and definitions come from the National Standard for Arts Information Exchange developed through the National Information Systems Project (NISP).

The statistical report (Part 1 of the Final Descriptive Report) consists of two sections: DETAIL and TOTALS. DETAIL is a list of all grants/awards on which your organization is reporting and all in-house program activities carried out by your organization. TOTALS is a set of cumulative totals of the DETAIL information plus a summary of your administrative costs.

The DETAIL section of your Final Descriptive Report must be submitted in an electronic format on a diskette/CD. You must request a waiver from the State & Regional Partnerships staff if you cannot meet this technology requirement.

You no longer need to match each component of your award separately. The overall grant must be matched one-to-one, or “dollar for dollar.” The TOTALS page and the Federal Financial Report will be used to verify that the required match has been met. Direct or indirect Federal funds may not be used to match your Partnership Agreement.

The OTHER NEA SHARE field has been eliminated. You will report only on activities funded through your Partnership Agreement.

If you have questions or would like assistance completing this report, please call the State and Regional staff at 202/682-5430.

Instructions

1. For each grant/award on which you are reporting, complete a record following the format shown on the Sample Record Layout on page 13, (e.g., Applicant Name, Applicant City, State, etc.). For each blank that requires a number, fill in only one number. If data is not available enter -1 or leave blank. Do not use zero for this purpose. Zero should only be used numerically.

2. On the DETAIL pages, use the top line to provide information about your agency and the Partnership Agreement grant on which you are reporting.

3. Following the format shown on the DETAIL page, list the records for each grant/award on which you are reporting. For this report grants/awards include:
   a. activity for which there is an application/award process regardless of the funding source. Information on non-funded applications is not a part of NEA reporting requirements.
   b. other program activities of your agency (for example, publication of a newsletter, sponsorship of a statewide meeting, technical assistance).

   Records may be listed in any order. Some agencies may find it convenient to continue to list applications in order by arts discipline, grant program, or alphabetical order. Reminder: the DETAIL pages must be submitted on diskette/CD. Do not submit hard copy DETAIL pages.

   For those grants utilizing NEA funds from any component of the Partnership Agreement grant, indicate the amount of those funds in the NEA Share field (formerly the RAPG field -- see Definition 25 of these instructions

   For those grants utilizing NEA funds from any component of the Partnership Agreement grant, identify in the Funds Purpose Reference field (formerly the OTHER NEA SOURCE field) the purpose(s) addressed through the use of the NEA funds. See ATTACHMENT 1 for a list of valid codes. Agencies must include this information on their final report diskette/CDs.

4. Number the DETAIL pages.

5. Fill in the top line of the TOTALS page with information about your organization and the Partnership Agreement grant on which you are reporting.

6. Add up all of the amounts shown on the DETAIL pages and enter the totals in Part A of the TOTALS page, according to the pattern shown at the top of the page (Individuals, Artists, etc.).

7. Copy the totals for "NEA Share," "RAO Share," and "Other Share" onto line 1 of the table in Part B of the TOTALS page.

8. Enter the line 1 total in the blank just to the right of the table.

9. Provide requested information on your organization's administrative expenses on line 2, and enter the total in the blank to the right of the table.

10. Add lines 1 and 2 for each of the columns and enter the totals on line 3.

11. Add all columns of line 3 and enter the total in the blank to the right of the table. This amount should equal the sum of "Total Program Expenses" plus "Total Administrative Expenses" immediately above.

12. In the green box, indicate the total dollar amount of the NEA Regional Touring Component used for Underserved Communities. Include both administrative and Regional Touring granted funds using NEA money.

13. An authorizing official must sign and date the TOTALS page.

Arts Agency

Initials of the regional organization submitting the report.

Grant Number

National Endowment for the Arts number for the Partnership Agreement grant on which "Arts Agency" is reporting. This 10-digit number can be found in the grant award letter from the National Endowment for the Arts.

Grant Start Date

The first date of the grant period for the Partnership Agreement grant on which "Arts Agency" is reporting. This date can be found in the grant award letter from the National Endowment for the Arts.

Grant End Date

The last date of the grant period for the Partnership Agreement grant on which "Arts Agency" is reporting. This date can be found in the grant award letter from the National Endowment for the Arts.

1. Applicant Name (National Standard Grants Management System (GMS) field #1)

   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 City (National Standard GMS field #1)

   City where "Applicant Name" is located.

3. Applicant State (National Standard GMS field #1)

   Two character state abbreviation of state or jurisdiction in which "Applicant City" is located. Enter “FO” if grant is awarded outside the United States.

4&5. Applicant ZIP Code & ZIP + 4 (National Standard GMS field #1)

   ZIP Code for address of "Applicant Name." Leave this field blank if grant is awarded outside the United States.

6. Applicant Status (National Standard GMS field #1.A)

   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. Applicant Institution (National Standard GMS field #1.B)

Choose the one item which best describes the applicant.

01 Individual – Artist
02 Individual - Non-artist
03 Performing Group
04 Performing Group - College/University
05 Performing Group - Community
06 Performing Group – Youth
07 Performance Facility
08 Art Museum
09 Other Museum
10 Gallery/Exhibition Space
11 Cinema
12 Independent Press
13 Literary Magazine
14 Fair/Festival
15 Arts Center
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
99 None of the Above

8. Applicant Discipline* (National Standard GMS field #1.C)

Choose the one item which best describes the applicant's primary area of work in the arts.

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, and theatre for young audiences

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

9. Congressional District of Applicant (National Standard GMS field #10)

District of the United States House of Representatives in which "Applicant Name's" business address is located. States with only one district enter 1.

10. Discipline of Project (National Standard GMS field #38)

Of the 15 items listed under #8, Applicant Discipline, choose the one item that best describes the discipline with which project activities are involved. If project activities are of a technical assistance or service nature, use the arts discipline that will benefit from the project.

11. Type of Activity (National Standard GMS field #39)
Choose the one item which best describes the project activities.

01 acquisition - expenses for additions to a collection

02 audience services - e.g., ticket subsidies, busing senior citizens to an arts event

03 fellowship - i.e., to individuals

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

09 identification/documentation - e.g., for archival & educational purposes

10 institution/organization establishment - for creation or development of a new institution/organization

11 institution/organization support - general operational support

12 arts instruction - include lessons, classes and other means used to teach knowledge of and/or skills in the arts

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

16 recording/filming/taping - do not include creating art works or identification/documentation for archival or educational purposes

17 publication - e.g., manuals, books, newsletters

18 repair/restoration/conservation

19 research/planning - include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies

20 school residency - artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time

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

23 equipment acquisition

24 distribution of art - e.g., films, books, prints

25 apprenticeship

26 regranting

27 translation

28 writing about art (criticism)

29 professional development/training - activities enhancing career advancement

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

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

35 website/internet development - included the creation or expansion of existing web sites (or sections of web sites) 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

12. Project Descriptors (National Standard GMS field #39E)

Mark which, if any, of the descriptors below comprise a significant portion (50 percent or more) of the grant's resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

A Accessibility: Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

I International: Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own organization.

P Presenting/Touring: Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

T Technology: Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

Y Youth at Risk: Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

13. Arts Education (National Standard GMS Field #39C)

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 project activities.

01 50% or more of this project's activities are arts education directed to:

A K through 12 students
B higher education students
C pre-kindergarten children
D adult learners (including teachers and artists)
99 None of this project involves arts education

02 less than 50% of this project's activities are arts education directed to:

A K through 12 students
B higher education students
C pre-kindergarten children
D adult learners (including teachers and artists)
99 No arts education

14. Actual Individuals Benefiting (National Standard GMS field #126)

The total number of individuals who were directly involved in the funded activity as artists, non-artists, project participants or audience members between the grant or project start and end dates. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefiting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured, leave this field blank or enter a "-1" to indicate that data are not available.

15. Actual Artists Participating (National Standard GMS field #128)

Actual number of artists directly involved in providing artistic services specifically identified with the project. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists participated enter 0.

16. Youth Benefiting (National Standard GMS field #83A)

The total number of children and youth (including students, participants, and audience members) benefiting directly from the funded project. This figure should reflect a portion of the total number reported in the Individuals Benefiting field, 14.

17. Grantee Race (National Standard GMS field #10A)

Coding should reflect the racial/ethnic characteristics of the grantee. For **individuals**, grantees may select **any combination** of the following that apply:

Characteristics for Individuals	Code

Asian	A
Black/African American	B
Hispanic/Latino	H
American Indian/Alaska Native	N
Native Hawaiian/Pacific Islander	P
White	W

This is most easily determined by allowing the grantee to identify his or her race.

For **organizations**, grantees should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership:

Code	Characteristics for Organizations
A:	50 percent or more Asian
B:	50 percent or more Black/African American
H:	50 percent or more Hispanic/Latino
N:	50 percent or more American Indian/Alaska Native
P:	50 percent or more Native Hawaiian/Pacific Islander
W:	50 percent or more White
99:	No single group listed above represents 50 percent or more of staff or board or membership.

18. Project Race (National Standard GMS field #10B)

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose the terminal code "99."

Code	Characteristics for Project
A:	Asian individuals
B:	Black/African American individuals
H:	Hispanic/Latino individuals
N:	American Indian/Alaska Native individuals
P:	Native Hawaiian/Pacific Islander individuals
W:	White individuals
99:	No single group

19. Grant Amount Requested* (National Standard GMS field #81)

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

20. Grant Award (National Standard GMS field #24)

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

21. Grant Amount Spent* (National Standard GMS field #124)

Actual grant amount spent by "Applicant Name" on the project.

22. Actual Total Cash Expenses (National Standard GMS field #100)

    Actual total of all cash payments made by "Applicant Name" specifically identified with the project. This should equal the total of National Standard GMS fields #89-99.

23. Actual Total Cash Income (National Standard GMS field #125)

    Actual total of all cash income specifically identified with the project including "Grant Amount Spent." This should equal the total of National Standard GMS fields #113-122 and #124.

24. Actual Total In-Kind Contributions (National Standard GMS field #112)

    The actual total value of expenses specifically identified with the project that is provided to "Applicant" by volunteers or outside parties at no cash cost to "Applicants." This should equal the total of National Standard GMS fields #101-111. If there were no in-kind contributions identified with the project, enter 0.

25. NEA Share

    Amount of Partnership Agreement grant funds included in "Grant Amount Spent." If no Partnership Agreement grant funds were included enter 0. NOTE: This field name was changed to be consistent with the streamlining of the Partnership Agreement awards. State and regional agencies may take the time necessary to update this field name in their own computer systems and on reports to the NEA.

26. RAO Share

    State Appropriated funds included in "Grant Amount Spent." Regional arts agencies enter the portion of "Grant Amount Spent" taken from funds contributed by state arts agencies. If no "RAO" funds were included enter 0.

27. Other Share

    Other funds included in “Grant Amount Spent.” Applicant match should not be entered under “Other Share.” If no “Other” funds were included enter 0.

28. NEA Funding Purpose Reference

    Codes referencing the NEA purpose(s) addressed through the funded project. If the grant in question addresses more than one purpose, enter all codes. See ATTACHMENT 1 for list of codes.

29. RAO Unique Identifier

    Organization’s in-house application/grant identifier for each record.

FDR Part 1: Statistical
ATTACHMENT 1

Codes for "NEA Funding Purpose" Field

Every grant record using "NEA Share" funds must contain a reference to the purpose(s) being addressed through the use of the NEA funds. Select code(s) from the list provided below and enter in the "NEA Funding Purpose" field to identify the purpose of the award. (If the grant in question addresses more than one purpose, enter all codes in the field.)

List of Valid "NEA Funding Purpose" Codes for Regional Arts Organizations

Partnership Agreement Grants – Regional Arts Organizations

RAP Regional Arts Plan Priorities

RTP NEA Regional Touring
The RTP code also should be used to designate those projects and activities that meet the intent of the NEA Regional Touring Program even if NEA RTP funds are not utilized in the project or activity.

FAI Folk Arts Partnership

FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – RECORD LAYOUT

Regional Arts Organizations Partnership Agreement Grant

RAO: _____ NEA Grant #: __ – 6100 - 2___ Start Date: / / End Date: / /

Applicant Name			Cong	Activity	Youth Ben		Requested*	Expenses	NEA Share	RAO Share
Applicant City		Status	ADisc*	Proj Descr	Individuals	Grantee Race	Grant Award	Income	NEA Funding Purpose	Other Share
ZIP Code	State	Inst	PDisc	Arts Ed	Artists	Project Race	Spent*	In-Kind		RAO ID#*
1			9*	11	16		19*	22	25	26
2		6	8*	12	14	17	20	23	28	27
4&5	3	7	10	13	15	18	21*	24		29*

1 Applicant Name
2 Applicant City
3 Applicant State Code
4 Applicant ZIP Code
5 Zip + 4 Code
6 Applicant Status
7 Applicant Institution
8 Applicant Discipline*
9 Cong. District of Applicant
10 Project Discipline*
11 Type of Activity
12 Project Descriptors
13 Arts Education
14 Total Individuals Benefiting
15 Actual Artists Participating
16 Total Children/Youth Benefiting
17 Grantee Race
18 Project Race
19 Grant Amount Requested*
20 Grant Award
21 Grant Amount Spent*
22 Actual Total Cash Expenses for Project
23 Actual Total Cash Income for Project
24 Actual Total In-Kind Contributions for Project
25 NEA Share of Grant Award
26 RAO Share of Grant Award
27 Other Share of Grant Award
28 NEA Funding Purpose
29 RAO Unique Identifier*

* Fields marked with an asterisk are encouraged but not required

FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – DETAIL PAGE

Regional Arts Organizations Partnership Agreement Grant

RAO: _____ NEA Grant #: __ – 6100 - 2___ Start Date: / / End Date: / /

Applicant Name Applicant City ZIP Code	State	Status Inst	Cong ADisc* PDisc	Activity Proj Descr Arts Ed	Youth Ben Individuals Artists	Grantee Race Project Race	Requested* Grant Award Spent*	Expenses Income In-Kind	NEA Share NEA Funding Purpose(s)	RAO Share Other Share RAO ID#*

FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – TOTALS PAGE

REGIONAL ARTS ORGANIZATION (RAO) Partnership Agreement Grant *Point and click or tab to each space and enter data.*

RAO: _____ NEA Grant #: __– 6100 - 2___ Start Date: ___/___/___ End Date: ___/___/___

Part A: Program Totals

Individuals	Requested*	Expenses		RAO Share
Artists	Grant Award	Income	NEA Share	Other Share
	Grant Spent*	In-Kind		

Part B: Program & Administrative Totals

	Column 1 NEA Share	Column 2 RAO Share	Column 3 Other Share		
1: Program Expenses (from Part A)				=	$ Total Grant Awards
2: Administrative Expenses				=	$ Total RAO Admin Expenses
3: Total Expenses				=	$ Total RAO Expenses

Total NEA Regional Touring Component used for Underserved Communities: $

X _____ _____
Signature Date

Name: _____

Title: _____

Phone: _____

E-mail: _____

Person to contact, if different:

Name: _____

Title: _____

Phone: _____

E-mail: _____

*Fields marked with an asterisk are not part of NEA reporting requirements.

Final Descriptive Report Part 1: Data Sequencing Form

Point and click or tab to each space and enter data.

RAO: _____

NEA Grant #: __- 6100 - 2___ ☐ **Final or** ☐ **Interim?** Final to be sent (date)_____ .

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 dump:

	Field Name	Type*	Max Length
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:
Name: _____
Title: _____
Phone: (___) ___ - ____ E-mail: _____

NATIONAL ENDOWMENT FOR THE ARTS

FY 2010 & 2011 PARTNERSHIP AGREEMENTS
Regional Arts Organizations
Part 2: NARRATIVE REQUIREMENT

If your grant award letter indicates Folk Arts Partnership funds, in no more than 2 pages,

- Include a brief summary of activities funded. Please do *not* submit a separate narrative for each project funded—just provide one summary narrative for the entire component.
- Explain the impact of the funded activities on the community(ies) and how that was measured.
- Provide any anecdotes that illustrate the benefits of the support.

NATIONAL ENDOWMENT FOR THE ARTS

FY 2010 & 2011 PARTNERSHIP AGREEMENTS
Regional Arts Organizations
Instructions for Assembling Your Final Reports

Assemble Your Final Descriptive Report as Follows:

PART 1: STATISTICAL DATA

- ☐ DATA SEQUENCING Form
- ☐ Diskette/CD of DETAIL information followed by the
- ☐ TOTALS page

PART 2: FOLK ARTS PARTNERSHIP NARRATIVE REPORTING REQUIREMENT (if applicable)

- ☐ NARRATIVE

Assemble your Complete Final Report Package as follows:

a. **Submit the original and one copy of Parts 1** (including diskette/CD) **and 2 of the Final Descriptive Report**, and **one copy of the Federal Financial Report** to:

GRANTS & CONTRACTS OFFICE
FINAL REPORTS SECTION, Room 618
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001.

DON'T FORGET TO INCLUDE YOUR FEDERAL FINANCIAL REPORT (FFR)!

Please see the important advisory on mail delivery to the Arts Endowment.

b. Send one copy of Part 1: STATISTICAL DATA Totals page, Data Sequencing Form, and a computer diskette/CD version of the DETAIL pages to--

National Assembly of State Arts Agencies
1029 Vermont Avenue, N.W., Second Floor
Washington, DC 20005-3517

Do not send NASAA a copy of Part 2 of the FDR, or the Federal Financial Report.

c. Keep one copy of the entire report for your records.