



## Partnership Agreements

# INTERIM REPORTING REQUIREMENTS FOR EXTENDED GRANTS

Although your Partnership Agreement has been extended you are required to submit an INTERIM descriptive report, with all available data, by the original Final Descriptive Report due date (90 days after the grant original end-date) to the NEA and National Assembly of State Arts Agencies (NASAA). The interim data allows the NEA and NASAA to keep the state and regional database current and respond to Congressional and media inquiries with more complete and up-to-date information.

Note: Future NEA grants will not be awarded to State Arts Agencies or Regional Arts Organizations that are delinquent in submitting the required interim descriptive report.

The interim descriptive report consists of the following,

- **DETAIL section, TOTALS page, and Data Sequencing Form:** include all available fields and data you have at the time that the interim report is due. (This is the listing of your activities in National Standard format. The share field information is critical because it allows us to document the reach of Federal funds.) On activities for which grants have been awarded, but not completed, provide information for fields 1-17, 21-24, and 29-32.
- **Folk Arts Partnership Narrative Requirement:** only if applicable, provide a brief update on folk arts activities.
- **Interim Report Questions:** answer the 5 questions on the next page about the status of the available data.

**SUBMIT TO NASAA:** For instructions on how to submit the **INTERIM** report to NASAA see [www.nasaa-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/](http://www.nasaa-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/).

Include the following,

- DETAILS Section – electronic format.
- TOTALS page.
- Data Sequence Form, and
- Answers to the 5 questions (on the next page).

**SUBMIT TO THE NEA:** E-mail to [mathisa@arts.gov](mailto:mathisa@arts.gov), or fax to (202) 682-5613.

Include the following,

- This form with the box fill out below, and
- Answers to the 5 questions (on the next page).

The interim descriptive report for Partnership Agreement grant      - **6 1 0 0 - 2**                has been completed and sent to NASAA.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date:    /    /

Agency: \_\_\_\_\_

To remain responsive to requests for time extensions, Partnership Awards are subject to the following reporting policy:

- a) An agency/organization that receives a grant period extension or an extension of its final report deadline will be required to submit an interim report no later than 90 days after the original end date of the grant. The interim report must include all available National Standard data on activities supported under the grant.
- b) An agency/organization submitting an Interim Report must respond to the 5 questions below.

**INTERIM REPORT QUESTIONS:**

1. What percentage of your total Partnership grant budget (Federal and non-Federal funds) is covered by this Interim Report? This percentage should include all grants for which awards have been made. This question refers to percent of dollars.

2. What percentage of this total is Federal?

3. Of the total number of grants and funded activities to be included in your final FDR, what percentage does this report contain? This question refers to percent of grant(s) activity.

4. How many of the grants and funded activities reported in 3, above, include Federal dollars?

5. Are there any categories for which data are not yet available and are excluded from this report?