



REPORTING REQUIREMENTS - ORGANIZATIONS

For awards issued after October 1, 2017

Grant Numbers xxxxxxxx-xx-18, xxxxxxxx-xx-19, xxxxxxxx-xx-20, etc.

Rev. January 2020

See official award documents, request funds or changes to your projects, and submit final reports through the National Endowment for the Arts online grants management system **REACH** at <https://grants.arts.gov/eGMS-Reach/Login.aspx>. User names for **REACH** were provided in your offer and/or award notifications.

Guidance, instructions, and forms for your award are online at www.arts.gov/manage-your-award/awards-after-oct1-2017-to-organizations.

Reporting requirements for your award are described below and on the **Reports Tab** visible in **REACH**.

PROGRESS REPORT

Generally, only one progress report will be required during the period of performance or grant period. It is submitted as part of the Payment Request form through **REACH**. Limit your response to the space provided on the online form.

The Progress Report is due the first time the **cumulative amount** requested exceeds two thirds (2/3) of the award amount. The Progress Report must include a description of grant supported activities that,

- Have been undertaken since the grant period start date, and
- Are scheduled for the remainder of the grant period.

FINAL REPORTS

Submit Final Reports through the **Reports Tab** for your award in **REACH** no later than 90 days after the grant period end date. You will be ineligible for any National Endowment for the Arts awards if you fail to submit required and acceptable Final Reports for previous awards. Go to <https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-organizations> for Final Reports instructions.

The Final Report includes,

1. **Federal Financial Report (FFR).**
2. **Final Descriptive Report (FDR).**
 - Narrative describing the project activities and
 - Data about specific activities and participants
3. **Geographic Location of Project Activity (GEO)**
 - A listing of the geographic location(s) and venue(s) where grant activities took place.
4. **Final Product Requirement.** If a final product is required for this grant, it is indicated on the "Report Schedule" document and Reports Tab in **REACH**.

- If the product is available online, include the Web address or link.
- If a hard copy is required use a delivery service to mail it. Prominently label your product with your organization's name and grant number. First-class mail to the Arts Endowment is delayed due to security screening. Products put through this process suffer irreversible damage. When sending, use an alternative delivery service, such as UPS or FEDEX. Send to,

National Endowment for the Arts
Office of Grants Management
400 7th Street, SW
Washington, DC 20506

We reserve the right to request subsequent information or work product(s) as necessary. 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. If the Arts Endowment is interested in using images for promotional and educational uses, we will contact you before any such use. For more information, see the [General Terms & Conditions](#).

PAPERWORK REDUCTION ACT STATEMENT

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines 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: webmgr@arts.gov, Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.