

## OUR TOWN: KNOWLEDGE BUILDING PROJECTS

### Final Product Requirement\*

Updated 1/20/19

You are required to submit a final product documenting lessons learned from the funded activities. This product should be public-facing. In addition to serving your intended audience, the product should be easily used by other practitioners who might be interested in developing a similar program, model, or tool.

It is our intention to showcase these products on [www.arts.gov](http://www.arts.gov), in addition to your own organization's dissemination plans.

The final product must include:

1. A title page with the [National Endowment for the Arts' logo](#).
2. An abstract of the project consisting of 2-3 short paragraphs summarizing the project's goals, partners, and project activities.
3. An executive summary of the project, which should be no longer than 10 pages, and includes:
  - A summary outlining the types of resources created, knowledge disseminated, and technical assistance delivered during the project period.
  - A summary of activities that took place, and links to any electronic final work products, including online resources, white papers, webinars, mentorship programming, etc.
  - Descriptions of project participants and audiences.
  - Ideas on ways that activities conducted during this project could be sustained, expanded, or replicated.
  - A summary of any evaluation conducted and key lessons learned.

The exact format and organization of the final products may vary depending on the project scope and dissemination plans. Please contact Our Town program staff at [OT@arts.gov](mailto:OT@arts.gov) with questions if you have questions about formatting the product.

You must submit the final product:

- Via National Endowment for the Arts' online grants management system for award recipients, [eGMS REACH](#) (REACH). User names for [REACH](#) were provided in your award notification.
- Email a copy to the National Endowment for the Arts' Our Town program staff at [OT@arts.gov](mailto:OT@arts.gov).

#### 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](mailto: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.