



## REPORTING REQUIREMENTS for Grants to Organizations

Grant Numbers that Begin 12-xxxx-xxxx, 13-xxxx-xxxx, 14-xxxx-xxxx.

Materials regarding your award are online at [www.arts.gov/manage-your-award/awards-made-before-sept30-2017-organizations](http://www.arts.gov/manage-your-award/awards-made-before-sept30-2017-organizations).

The reporting requirements for your grant are described below. Follow these instructions carefully.

### PROGRESS REPORT

Generally, only one progress report will be required during the grant period. It is submitted as part of the Payment Request form (Box 10). Limit your response to the space provided on the form.

The Progress Report is due the first time the cumulative amount requested EXCEEDS two thirds (2/3) of the grant 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 to the Grants & Contracts Office (G&C) no later than 90 days after the grant period end date. You will be ineligible for any National Endowment for the Arts (NEA) awards if you fail to submit required and acceptable Final Reports for previous awards. Go to [www.arts.gov/manage-your-award/awards-made-before-sept30-2017-organizations](http://www.arts.gov/manage-your-award/awards-made-before-sept30-2017-organizations) for Final Reports instructions and forms.

The Final Descriptive Report (FDR) and Federal Financial Report (FFR) must be emailed to [FinalReports@arts.gov](mailto:FinalReports@arts.gov). Identify your grant number and organization name in the subject line; e.g., FDR 14-3200-7xxx ABC Arts Organization or FFR 14-3200-7xxx ABC Arts Organization.

The Final Report includes:

1. **Federal Financial Report (FFR).**
2. **Final Descriptive Report (FDR):**
  - narrative describing the project activities;
  - data about specific activities and participants; and
  - geographic location(s) and venue(s) where grant activities took place (online module).
3. **Final Product Requirement.** If a final product is required for this grant, it is indicated below. Prominently label your product with your organization's name and grant number. If the product is available on-line, include the Web address/link in your FDR.

\_\_\_\_\_ Book(s) / Catalogue(s) / Journal(s)      \_\_\_\_\_ Recordings (CD, DVD, or other audio or video files)

\_\_\_\_\_ Publication(s) / Report(s)      \_\_\_\_\_ Libretto / Score(s) (hard copy or PDF on disc)

Other:

**If no item is identified, a product is NOT required for your grant.**

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 NEA 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](#).

If you cannot submit your product electronically contact [finalreports@arts.gov](mailto:finalreports@arts.gov) for the **new** NEA address.

NOTE: The first-class mail to the NEA is delayed due to security screening. Products put through this process suffer irreversible damage. If you are sending a product, or time-sensitive materials, use an alternative delivery service.

### **ADDITIONAL REMINDERS**

1. An active and valid [www.sam.gov](http://www.sam.gov) (formerly CCR) registration is required to receive Federal funds and must be maintained throughout the life of the award.
2. Grant activities must be carried out consistent with those approved for funding by the NEA. If changes in the project are believed necessary, send a request with a justification to the G&C **before** implementation.
3. NEA's support must be acknowledged in all materials and announcements regarding this grant.
4. See the requirements concerning record retention and the Federal government's rights of access to records and personnel in the [General Terms & Conditions](#).
5. Documentation must be maintained for all grant project costs claimed, including those covered by the required match.
6. Ensure your email will accept messages from the [arts.gov](http://arts.gov) domain name.

The [General Terms & Conditions](#) provide detailed information on how to manage your NEA award, such as:

- which Administrative Requirements and Cost Principles apply to your organization,
- how to request a time extension or other changes to your approved project,
- when, or if, you need to request a budget amendment, and
- recordkeeping, documentation, and financial management standards.

#### Paperwork Reduction Act Statement:

The public reporting burden for this collection of information is estimated to average eight 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 NEA 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; National Endowment for the Arts; Washington, DC 20506. 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.