



Materials regarding your award are online at <https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-organizations>. Reporting requirements for your award are described below and in the “Report Schedule” document visible in [REACH](#), the National Endowment for the Arts’ online grants management system for award recipients. Use this system for FY18 grants and later. User names for [REACH](#) were provided in your offer and award notification.

PROGRESS REPORT

Generally, only one progress report will be required during the 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 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 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 (NEA) 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 NEA 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 the following address:
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 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***.

ADDITIONAL REMINDERS

1. An active and valid [SAM.gov](https://sam.gov) entity registration (and valid banking information) 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, submit a change request via **REACH** before implementation. See [How to Manage Your Award & eGMS Handbook](#).
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 cost share/match.

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.