PARTNERSHIP AGREEMENTS - State Arts Agencies and Regional Arts Organizations
FY22-23 FINAL DESCRIPTIVE REPORT

Grant Numbers xxxxxxx-61-22 and -23.

These are the instructions and required format for the **FY 2022 - 2023 Final Descriptive Report** for Partnership Agreements grants to the State Arts Agencies (SAA) and Regional Arts Organizations (RAO). Included for your convenience is some guidance on completing the Federal Financial Report.

Failure to submit the FDR to NASAA by the final reports due date renders you ineligible to receive NEA funding for five years following the final report due date of the award or until the delinquent final reports are submitted, whichever occurs first. If you are unable to meet the final reports due date, submit a final reports extension request prior to the final reports due date. If approved, inform NASAA of the new extended final reports due date

I. FEDERAL FINANCIAL REPORT (FFR)

Use the FFR to report on the expenditure of NEA funds and the required one-to-one cost share (and/or partial cost share).

The FFR reflects the actual expenditure of NEA funds and verifies that your Agency or Organization has met the required match for the Partnership Award. All costs reported as part of the Federal or Recipient Share on the FFR must be fully compliant with the General Terms and Conditions for Partnership Agreements (GTCPAs).

The FFR is the document we will use to verify that the required cost share has been met, and should only include allowable expenditures that are specifically funded with NEA grant funds and designated cost share. Any voluntary cost sharing/match reported beyond the required 1 to 1 match must be in compliance with the GTCPA.

See additional FFR instructions at https://www.arts.gov/grants/manage-your-award.

II. FINAL DESCRIPTIVE REPORT (FDR)

Use the FDR to report on all activities conducted under the State Arts Plan or Regional Arts Plan (SAA / RAO Arts Plan) that was approved as part of your NEA Partnership application and that took place within the approved period of performance for this Partnership Agreement.

It is permissible for items listed on the FDR to fall outside of the approved budget if they have not been designated as part of the required Partnership Agreement cost share listed on the FFR. However, any items listed on the FDR that are designated as meeting the required cost share on the FFR (whether it is the minimum required 1 to 1 cost share, or greater) must be compliant with the GTCPAs.

The amounts reported on the FDR therefore do not need to be consistent with the amounts reported on the FFR, and in most cases will exceed them.

The completed FDR consists of the following items:

- **DATA SEQUENCING FORMS** – cover sheets for the DETAIL section and PROJECT ACTIVITY LOCATIONS data.
- **DETAIL** – a list of all grants, awards, and activities carried out under the SAA / RAO Arts Plan as approved by the NEA.
- **PROJECT ACTIVITY LOCATION –** a list of locations of project activity for selected grants, awards, and activities carried out under the SAA / RAO Arts Plan as approved by the NEA (see guidance on page 11).
- **FOLK ARTS PARTNERSHIP NARRATIVE REQUIREMENT** – a brief summary of folk arts activities. Follow the instructions in REACH to upload your document.

If you have questions or would like assistance completing the FDR report, please contact the State and Regional staff at neastateregional@arts.gov or (202) 682-5430.

HOW TO SUBMIT THE FINAL REPORTS

Failure to submit the required final reports renders you ineligible to receive National Endowment for the Arts funding for five years following the final report due date of the award(s) or until the delinquent final reports are submitted, whichever occurs first.

1. TO THE NEA:

Submit reports via REACH at https://grants.arts.gov/eGMS-Reach/Login.aspx.

Go to the Forms & Reports Tab of your award and click the "pen" next to the report to open the online form. You are able to edit each report until the status changes to "Under Review" in REACH.

The FDR form in REACH is simply a confirmation that you have submitted all required DETAILS and PROJECT ACTIVITY LOCATION forms to NASAA, completed in their entirely.

Submit the following directly to the NEA through REACH,

- ☐ **FINAL DESCRIPTIVE REPORT SAA-RAO** (complete webform to confirm NASAA submission)
- ☐ **FOLK ARTS PARTNERSHIP NARRATIVE** (upload file, if applicable), and
- ☐ **FEDERAL FINANCIAL REPORT** or FFR (complete webform)

2. TO THE NATIONAL ASSEMBLY OF STATE ARTS AGENCIES (NASAA):

Submit the following to NASAA,

- ☐ **DETAILS Data Sequencing Form**
- ☐ **DETAILS** Section (electronic format)
- ☐ **PROJECT ACTIVITY LOCATION Data Sequencing Form** (if applicable)
- ☐ **PROJECT ACTIVITY LOCATION** Section (if applicable)

For additional instructions on how to submit data to NASAA see nasaa-arts.org/research/federal-reporting/.

- **NOTE**: NASAA does not need the Folk Arts Partnership narrative or the FFR.
- **IMPORTANT: Retain a copy of the entire FDR and FFR for your records.**
- See the General Terms and Conditions for Partnership Agreements and 2 CFR 200 for record retention requirements.

DETAIL SECTION INSTRUCTIONS

To complete the **DETAIL** section, create an electronic data file that includes all fields that constitute an award record per the FDR Detail Data Fields List in "Table 1."

Instructions and definitions for each field are given below. The definitions, for the most part, come from the National Standard for Arts Information Exchange (here labeled as National Standard Grants Management System (GMS)). All National Standard GMS fields are 2-digit codes. For codes 9 and under enter a zero in front of the digit, e.g. 01,02,03, etc.

The structure of the data file should be explained in the **FDR Data Sequencing Form** to allow NEA to certify your data file.

1. For each grant, award, and/or activity that you are reporting, complete a record that includes all of the data fields from the **FDR Data Fields List (Table 1)**:

    a. For each field that requires a numeric code, fill in only one 2-digit number.

    b. If data is not available enter "-1" or leave blank. Do not use zero for this purpose. Zero should only be used numerically.

2. List the records for each grant, award, and/or activity on which you are reporting as described below:

    a. Activity for which there is an application and award process, regardless of the funding source. Information on non-funded applications is not a part of NEA reporting requirements.

    b. Other program activities of your agency or organization (for example, publication of a newsletter, sponsorship of a statewide meeting, technical assistance, etc.).

Records may be listed in any order. You may find it convenient to list applications and awards by arts discipline, grant program, or alphabetically. However, the individual data fields must be in the prescribed sequence.

Reminder: the **DETAIL** section is submitted in electronic format.

Additional instructions are available at nasaa-arts.org/research/federal-reporting/.

DETAIL SECTION DEFINITIONS

Organizational / Individual Information

1. Applicant Name (National Standard Grants Management System (GMS) field #1)
   Name of the organization or individual that applied for funds from your "Arts Agency." If your "Arts Agency" itself used funds to carry out a non-administrative program activity, enter name of your "Arts Agency."

2. Applicant Address
   Street address or Rural Route Number of applicant. Provide mailing address only if street address is not currently being collected. Applicants based at an individual's personal address skip to question #3.

3. Applicant City (National Standard GMS field #1)
   City where "Applicant Name" is located.

4. Applicant State (National Standard GMS field #1)
   Two-character state abbreviation of state or jurisdiction in which "Applicant City" is located. Enter “FO” if grant is awarded outside the United States.

5. Applicant ZIP Code (National Standard GMS field #1)
   ZIP Code for address of "Applicant Name". Leave this field blank if grant is awarded outside the United States.

6. Applicant Status (National Standard GMS field #1.A)
   Legal status of "Applicant Name." Choose the one item which best describes the applicant.

   01 Individual
   02 Organization - Nonprofit
   03 Organization - Profit
   04 Government - Federal
   05 Government - State
   06 Government - Regional
   07 Government - County
   08 Government - Municipal
   09 Government - Tribal
   99 None of the Above

7. Unique Entity Identifier (UEI) number
   UEI number of “Applicant Name”. On and after April 4, 2022, SAAs and RAOs must report the SAM UEI for all subawards, including subawards issued prior to April 4, 2022. However, subawards issued prior to and closed out before April 4, 2022 were not required to have a UEI. Grantees who are individuals are exempted from this requirement. Enter “IND” if the grant was awarded to a grantee with a legal status of “Individual” (see question #7).

8. Applicant Institution (National Standard GMS field #1.B)
   Choose the one item which best describes the applicant.

   01 Individual - Artist
   02 Individual - Non-artist
   03 Performing Group
   04 Performing Group - College/University
   05 Performing Group - Community
   06 Performing Group - Youth
   07 Performance Facility
   08 Museum - Art
   09 Museum - Other
   10 Gallery/Exhibition Space
   11 Cinema
   12 Independent Press
   13 Literary Magazine
   14 Fair/Festival
   15 Arts Center
   16 Arts Council/Agency
   17 Arts Service Organization
   18 Union/Professional Association
   19 School District
   20 Parent-Teacher Organization
   21 Elementary School
   22 Middle School
   23 Secondary School
   24 Vocational/Technical School
   25 Other School
   26 College/University
   27 Library
   28 Historical Society
   29 Humanities Council
   30 Foundation
   31 Corporation
   32 Community Service Organization
   33 Correctional Institution
   34 Health Care Facility
   35 Religious Organization
   36 Seniors’ Center
   37 Parks and Recreation
   38 Government - Executive
   39 Government - Judicial
   40 Government - Legislative (House)
   41 Government - Legislative (Senate) 42 Media - Periodical
   43 Media - Daily Newspaper
   44 Media - Weekly Newspaper
   45 Media - Radio
   46 Media - Television
   47 Cultural Series Organization
   48 School of the Arts
   49 Arts Camp/Institute
   50 Social Service Organization
   51 Child Care Provider
   99 None of the Above

9. Applicant Discipline (National Standard GMS field #1.C)
Choose the one item which best describes the applicant's primary area of work in the arts.

01 Dance - include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime (see "Theatre" 04 for mime).

02 Music - include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral.

03 Opera/Music Theatre - include opera and musical theater.

04 Theatre - include theatre general, mime, puppet, theatre for young audiences and storytelling as performance.

05 Visual Arts - include experimental, graphics, painting, and sculpture.

06 Design Arts - include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.

07 Crafts - include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media.

08 Photography - include holography.

09 Media Arts - include film, audio, video, and work created using technology or experimental digital media.

10 Literature - include fiction, non-fiction, playwriting, and poetry.

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in code 14.

12 Folklife/Traditional Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively.)

13 Humanities - pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14 Multidisciplinary - pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events - see Interdisciplinary, code 11.

15 Non-arts/Non-humanities - none of the above.

Award Overview

10. Discipline of Project (National Standard GMS field #38)
    Of the 15 items listed under #9, Applicant Discipline, choose the one item that best describes the discipline with which funded activities are involved. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award.

11. Type of Activity (National Standard GMS field #39)
    Choose the one item from either Column A or Column B that best describes the funded activities.

Column A		Column B	
02	audience services - e.g., ticket subsidies, busing senior citizens to an arts event	01	acquisition - expenses for additions to a collection
04	creation of a work of art - include commissions	03	fellowship - i.e., to individuals
05	concert/performance/reading - include production development	09	identification/documentation - e.g., for archival & educational purposes
06	exhibition - include visual arts, film, and video; exhibition development	11	institution/organization support - general operational support
07	facility construction, maintenance, renovation	13	marketing - all costs for marketing/publicity/promotion specifically identified with the project
08	fair/festival	14	professional support, administrative - payments for administrative salaries, wages, and benefits specifically identified with the project
10	institution/organization establishment - for creation or development of a new institution/organization	15	professional support, artistic - payments for artistic salaries, wages, and benefits specifically identified with the project
12	arts instruction - include lessons, classes and other means used to teach knowledge of and/or skills in the arts	17	publication - e.g., manuals, books, newsletters
16	recording/filming/taping - do not include creating art works or identification/documentation for archival or educational purposes	19	research/planning - include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies
18	repair/restoration/conservation	23	equipment acquisition
20	school residency - artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time	26	regranting

Column A		Column B	
21	other residency - artist activity in a non-school setting wherein one or more core student groups receive repeated artist contact over time	27	translation
22	seminar/conference	28	writing about art (criticism)
24	distribution of art - e.g., films, books, prints (do not include broadcasting)	30	student assessment - measurement of student progress toward learning objectives. Not to be used for program evaluation.
25	Apprenticeship	31	curriculum development/implementation - include design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives
29	professional development/training - activities enhancing career advancement	32	stabilization/endowment/challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves, enhance funding leverage or stabilization
33	building public awareness - activities designed to increase public understanding of the arts or to build public support for the arts	35	website/internet development - include the creation or expansion of existing web sites (or sections of web sites) and mobile and tablet applications as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet
34	technical assistance - with technical/administrative functions	36	broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks
37	public art/percent for art	99	none of the above

12. Arts Education (National Standard GMS Field #39C)
    Did this project include an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Choose the one item which best describes the funded activities.

    01 50% or more of the funded activities are arts education
    02 Less than 50% of the funded activities are arts education
    99 None of this project involves arts education

Population Benefited

Provide data for individuals who directly benefited during the period of support. If actual figures or reliable estimates cannot be secured, Leave these fields blank or enter a "-1" to indicate that data are not available.

13. Adults and Youth Engaged in "In-Person" Arts Experiences
    Enter the **number** of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

    13a. Adults engaged
    13b. Children/Youth engaged (0-18 years)

14. Artists Directly Involved (National Standard GMS field #128)
    Number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists were directly involved in providing artistic services enter 0.

For the next two questions, select all categories of beneficiaries that particularly **that, by your best estimate, made up 25% or more of the population** that directly benefited from the award during the period of support. These responses **should refer to populations reached directly, rather than through broadcasts or online programming**.

15. Population Benefited by Age (select all that apply)
    01 Children/Youth (0-18 years)
    02 Young Adults (19-24 years)
    03 Adults (25-64 years)
    04 Older Adults (65+ years)
    09 No single age group made up more than 25% of the population directly benefited

16. Population Benefited by Distinct Groups (select all that apply)
    D Individuals with Disabilities
    I Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
    P Individuals below the Poverty Line
    E Individuals with Limited English Proficiency
    M Military Veterans/Active Duty Personnel
    Y Youth at Risk
    G No single distinct group made up more than 25% of the population directly benefited

Financial Information

17. Grant Amount Requested (National Standard GMS field #81)
    Amount requested by "Applicant Name" in support of this grant. If formal grant award process did not take place, include the amount allocated by "Arts Agency".

18. Grant Award (National Standard GMS field #24)
    Dollar amount of grant awarded. If formal grant award process did not take place, enter amount allocated by "Arts Agency". *If the application or activity was not funded, enter 0.*

19. Grant Amount Spent (National Standard GMS field #124)
    Actual grant amount spent by "Applicant Name."

20. Actual Total Cash Expenses (National Standard GMS field #100)
    Actual total of all cash payments made by "Applicant Name" specifically identified with the grant. This should equal the total of National Standard GMS fields #89-99.

21. Actual Total Cash Income (National Standard GMS field #125)
    Actual total of all cash income specifically identified with the grant including "Grant Amount Spent." This should equal the total of National Standard GMS fields #113-122 and #124.

22. Actual Total In-Kind Contributions (National Standard GMS field #112)
    The actual total value of expenses specifically identified with the grant that is provided to "Applicant" by volunteers or outside parties at no cash cost to "Applicants." This should equal the total of National Standard GMS fields #101-111. *If there were no in-kind contributions enter 0.*

23. NEA Share
    Amount of Partnership Agreement grant funds included in "Grant Amount Spent." *If no Partnership Agreement grant funds were included enter 0.*

24. SAA / RAO Share
    State funds included in "Grant Amount Spent."

25. Other Share
    Other funds, such as private contributions, included in “Grant Amount Spent.” Applicant match should not be entered under “Other Share.” *If no “Other” funds were included enter 0.*

26. SAA / RAO Unique Identifier
    Agency’s in-house application/grant identifier. Each grant, award, and/or activity on which you are reporting should have a unique identifying number. This field will be used to join the FDR DETAIL data to the Project Activity Location data.

TABLE 1 – NEA FDR DETAIL DATA FIELDS LIST		
	Field Name	**Corresponds to National Standard GMS Field**
1	Applicant Name	GMS #1
2	Applicant Address 1	GMS #1
3	Applicant City	GMS #1
4	Applicant State	GMS #1
5	Applicant ZIP Code	GMS #1
6	Applicant Status	GMS #1A
7	Applicant UEI	n/a
8	Applicant Institution	GMS #1B
9	Applicant Discipline	GMS #1C
10	Project Discipline	GMS #38
11	Type of Activity	GMS #39
12	Arts Education	GMS #39C
13a	Adults engaged: In-person arts experience	
13b	Children engaged: In-person arts experience	
14	Actual Artists Benefited	GMS #128
15	Population Benefited by Age	
16	Population Benefited by Distinct Groups	
17	Grant Amount Requested	GMS #81
28	Grant Award	GMS #24
19	Grant Amount Spent	GMS #124
20	Actual Total Cash Expenses for Project	GMS #100
21	Actual Total Cash Income for Project	GMS #125
22	Actual Total In-Kind Contributions for Project	GMS #112
23	NEA Share of Grant Award	n/a
24	SAA / RAO Share of Grant Award	n/a
25	Other Share of Grant Award	n/a
26	SAA / RAO Unique Identifier	n/a

PROJECT ACTIVITY LOCATION SECTION INSTRUCTIONS

The **PROJECT ACTIVITY LOCATION** section is required **only if** the funded activity is best described using one of descriptors from Column A of Field 12 (Type of Activity) in the Detail section of this report. The descriptors in Column A for Field 12 are: 02, 04, 05, 06, 07, 08, 10, 12, 16, 18, 20, 21, 22, 24, 25, 29, 33, 34, and 37.

To complete the **PROJECT ACTIVITY LOCATION** section, create an electronic data file that includes **either**:

- Venue address information **or**
- Venue geographic location information (latitude and longitude) for the activity. To find the latitude and longitude of a location using Google Maps, just right-click the location and select "What's here?". The latitude and longitude coordinates will appear in the search bar.

Table 2 is a chart of the FDR project activity location section data fields. Records may be listed in any order. However, the individual data fields must be in the prescribed sequence.

The structure of the data file should be explained in the **PROJECT ACTIVITY LOCATION Data Sequencing Form** to allow NEA to certify your data file. If data is not available enter "-1" or leave blank. Do not use zero for this purpose. Zero should only be used numerically.

Reminder: the **PROJECT ACTIVITY LOCATION** section is submitted in electronic format.

Additional instructions are available at nasaa-arts.org/research/federal-reporting/.

PROJECT ACTIVITY LOCATION SECTION DEFINITIONS

1. Venue Address (Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip)
   Street address or Rural Route Number of venue. Provide mailing address only if street address is not currently being collected. Venues based at an individual's personal address skip to question #3.

2. Venue City
   City where the venue is located.

3. Venue State
   State where the venue is located.

4. Venue Zip
   ZIP Code for address of the venue. Leave this field blank if the venue is outside the United States.

5. Venue Latitude (Venue address can be provided in lieu of Latitude and Longitude)
   Geographic coordinate for the latitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the latitude of the NEA's current building is 38.883671.

6. Venue Longitude (Venue address can be provided in lieu of Latitude and Longitude)
   Geographic coordinate for the longitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the longitude of the NEA's current building is -77.021439.

7. Number of days on which activities occurred
   Estimated number of days during the funded grant period on which activities occurred at this venue. For projects that involve a permanent installation, enter 999.

8. SAA / RAO Unique Identifier
   Agency's in-house application/grant identifier for each record. This field will be used to join the Project Activity Location data to the FDR DETAIL data.

TABLE 2 – NEA FDR PROJECT ACTIVITY LOCATION SECTION DATA FIELDS LIST	
	Field Name
1	Venue Address
2	Venue City
3	Venue State
4	Venue ZIP
5	Venue Latitude
6	Venue Longitude
7	Number of days on which activities occurred at this venue
8	SAA / RAO Unique Identifier

NEA FINAL DESCRIPTIVE REPORT: DETAIL DATA SEQUENCING FORM

SAA / RAO:

NEA Grant #:

Total # of grants/records in file:

Name of File:

Export Format of File--select one

- ☐ ASCII text delimited (preferred)
- ☐ ASCII tab delimited
- ☐ Access
- ☐ Excel
- ☐ Other:

Software used to produce the file:

List of fields IN THE EXACT ORDER in which they appear in the data file:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13a			
13b			
14			
15			
16			
17			
18			
19			
20			

	FieldName	Type*	MaxLength
21			
22			
23			
24			
25			
26			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:

Name:

Title:

Phone:

E-mail:

NEA FINAL DESCRIPTIVE REPORT: PROJECT ACTIVITY LOCATION DATA SEQUENCING FORM

SAA / RAO:

NEA Grant #:

Total # of locations/records in file:

Name of File:

Export Format of File--select one

- ☐ ASCII text delimited (preferred)
- ☐ ASCII tab delimited
- ☐ Access
- ☐ Excel
- ☐ Other:

Software used to produce the file:

List of fields IN THE EXACT ORDER in which they appear in the data file:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:

Name:

Title:

Phone:

E-mail: