



PARTNERSHIP AGREEMENTS

FY2024 and Later FINAL DESCRIPTIVE REPORT

Grant Number xxxxxxx-61-24, xxxxxxx-61-25, etc.

These are the instructions and required format for the FY 2024 and later Final Descriptive Report for Partnership Agreements grants to the State Arts Agencies (SAA) and Regional Arts Organizations (RAO) as well as some guidance on completing the Federal Financial Report.

NEW: The data sequencing forms are in a separate PDF.

Failure to submit the FDR to NASAA by the final reports due date renders you ineligible to receive NEA funding for 5 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, you must submit a final reports extension request to the NEA Office of Grants Management prior to the final reports due date. If approved, it is your responsibility to inform NASAA of the new extended final reports due date.

FEDERAL FINANCIAL REPORT (FFR)

Use the FFR to report on the actual expenditure of NEA funds and the required one-to-one cost share (and/or partial cost share). The FFR is used to verify that your Agency or Organization has met the required cost share/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* (GTC PA).

The FFR should only include documented, allowable expenditures that are specifically funded with NEA grant funds and your cost share/matching funds. Any voluntary cost sharing/match reported beyond the required cost share for the award must be in compliance with the GTC PA.

See the Federal Financial Report instructions at www.arts.gov.

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) approved as part of your NEA Partnership application and which took place during the approved period of performance for the award.

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 or NEA funds listed on the FFR. *However*, any items listed on the FDR that are aligned with costs reported on the FFR (whether funded with NEA funds or recipient cost share) must be compliant with the GTC PA. The amounts reported on the FDR therefore usually will not equal costs reported on 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 awards, and activities conducted 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.

- **FOLK ARTS PARTNERSHIP NARRATIVE**

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 NEA and copy both the State and Regional staff at neastateregional@arts.gov and the Office of Grants Management at grants@arts.gov.

HOW TO SUBMIT THE FINAL REPORTS

1. TO THE NEA:

Submit reports via REACH at <https://reach.arts.gov/>.

Go to the Forms & Reports Tab of your specific 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, and that they have been completed in their entirety.

Submit the following directly to the NEA through REACH:

- **Final Descriptive Report SAA-RAO** (complete webform to confirm NASAA submission). **Do not submit this form to the NEA until you have sent the submission to NASAA.**
- **Folk Arts Partnership Narrative** (upload file)
- **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 https://nasaa-arts.org](https://nasaa-arts.org) **Do not send NASAA the Folk Arts Partnership narrative or the FFR.**

IMPORTANT: You must retain a copy of the entire FDR and FFR for your records. See the GTC PA 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 an electronic format.

Additional instructions are available at NASAA's Federal Reporting page on their website <https://nasaa-arts.org>

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 data field **#3 – Applicant City**.

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.

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

7. Unique Entity Identifier (UEI) number

UEI number of "Applicant Name." SAAs and RAOs must report the UEI for all subawardees. (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 data field #6 – **Applicant Status**).

8. Applicant Institution (National Standard GMS field #1.B)

Choose the one item which best describes the applicant.

01	Individual - Artist	27	Library
02	Individual - Non-artist	28	Historical Society
03	Performing Group	29	Humanities Council
04	Performing Group - College/University	30	Foundation
05	Performing Group - Community	31	Corporation
06	Performing Group - Youth	32	Community Service Organization
07	Performance Facility	33	Correctional Institution
08	Museum - Art	34	Health Care Facility
09	Museum- Other	35	Religious Organization
10	Gallery/Exhibition Space	36	Seniors' Center
11	Cinema	37	Parks and Recreation
12	Independent Press	38	Government - Executive
13	Literary Magazine	39	Government - Judicial
14	Fair/Festival	40	Government - Legislative (House)
15	Arts Center	41	Government – Legislative (Senate)
16	Arts Council/Agency	42	Media - Periodical
17	Arts Service Organization	43	Media - Daily Newspaper
18	Union/Professional Association	44	Media - Weekly Newspaper
19	School District	45	Media - Radio
20	Parent-Teacher Organization	46	Media - Television
21	Elementary School	47	Cultural Series Organization
22	Middle School	48	School of the Arts
23	Secondary School	49	Arts Camp/Institute
24	Vocational/Technical School	50	Social Service Organization
25	Other School	51	Child Care Provider
26	College/University	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 data field **#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 and 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.

FINANCIAL INFORMATION

15. 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".

16. 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.

17. Grant Amount Spent (National Standard GMS field #124)

Actual grant amount spent by "Applicant Name."

18. 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.

19. 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.

20. 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.

21. NEA Share

The amount of Grant Amount Spent drawn from your agency's National Endowment for the Arts Partnership Agreement award. (These are the federal dollars.) If no NEA funds were used for the subaward, enter 0.

22. NEA Cost Share

The amount of Partnership Agreement cost share/match funds included in "Grant Amount Spent." (These are the funds reported on line 10J of the Federal Financial Report.) If no Partnership Agreement cost share funds were included, enter 0.

23. SAA Share

The amount of "Grant Amount Spent" drawn from money appropriated to your state arts agency by the state legislature.

24. Other Share

The amount of "Grant Amount Spent" drawn from all private contributions, and local public money that passes through your agency. As a general rule, these funds are anything that cannot be attributed to your agency's legislative appropriation, or to any monies received from the NEA. Subrecipient match should not be entered under Other Share.

25. 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	Grant Amount Requested	GMS #81
16	Grant Award	GMS #24
17	Grant Amount Spent	GMS #124
18	Actual Total Cash Expenses for Project	GMS #100
19	Actual Total Cash Income for Project	GMS #125
20	Actual Total In-Kind Contributions for Project	GMS #112
21	NEA Share	n/a
22	NEA Cost Share	n/a
23	SAA Share	n/a
24	Other Share	n/a
25	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 data field **#11 - Type of Activity** in the Detail section of this report. The descriptors in **Column A** for data field **#11** 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:

1. Venue address information, or,
2. 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.

The **PROJECT ACTIVITY LOCATION** section is submitted in electronic format.

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 data field **#3 – Venue State**.
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