National Endowment for the Arts

TIPS FOR FY15 FINAL REPORTS
(15-xxxx-7xxx)

Rev. 2/3/14

IMPORTANT INFORMATION

Grantees with an award number starting with 15-xxxx-7xxx must use one of the new FY15 **Final Descriptive Report** (FDR) forms. Earlier versions of the FDR will not be accepted.

There are three distinct FY15 FDRs: Standard, Livability, and Arts Education. Pick the right one! Arts Education grantees (15-5100-7xxx) must use the Arts Education FDR. All other grantees should use the report appropriate to their selected primary outcome (noted on your grant award letter and also at www.arts.gov/mygrant). Grantees who selected the Creation, Learning (except Arts Education grantees, as noted above), Engagement, or Understanding outcome will use the Standard FDR. Grantees who selected the Livability outcome will use the Livability FDR.

Final Report forms and instructions can be found at www.arts.gov/manageaward, including a Final Report Checklist to help you track your required final report documentation. In addition to the FDR, a complete Final Report will include a Federal Financial Report, possibly a work product (if required), and a payment request (if funds remain).

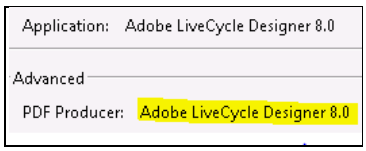
To verify receipt of the required reporting elements, go to My Grant at a Glance: www.arts.gov/mygrant. If you do not see a report marked as received within three business days of submission, please contact us. Questions about final reporting should be directed to (202) 682-5403 or FinalReports@arts.gov.

FORMATTING YOUR FDR

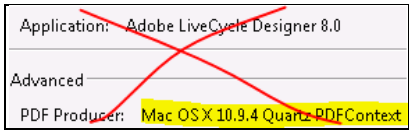
It is imperative that your FDR be properly formatted, or we will not be able to upload it to our final reports database. We cannot accept a scanned or improperly formatted FDR. Follow these instruction exactly to avoid some common mistakes:

- Save the FDR form to your desktop as a PDF file, without opening it first. (Right-click on the FDR link on the NEA webpage, and then select "Save target as...")
- Open Adobe Reader (version 9.0 or higher) on your computer. If you don't have this software, it can be downloaded for free from the Adobe website. Only use Adobe Reader 9 or later.
- From within Adobe Reader, open the FDR form and complete it.
- Save the file and rename it. Follow this naming convention: "FDR" followed by the award number and your organization's name (e.g., FDR, 15-xxxx-7xxx, Art Organization).

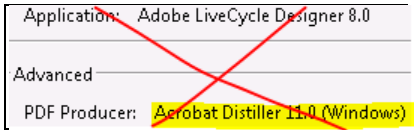
To verify that your report is properly formatted, check the Document Properties. The properties should look something like this:



Not like this:



Do not use Mac Preview



Do not distill the document

Do not use other PDF producers

TIPS FOR COMPLETING YOUR FDR

Organization Information

"Period of Performance" is a new term used across the Federal government. It means the same thing as "period of support" or "grant period." It does not mean the dates of any actual performances.

The Contact should be a person who can answer questions about the contents of the FDR; it does not need to be the Authorizing Official for the grant.

Part I: Project Narrative

The project narrative must give us a full sense of the activities and accomplishments of the approved project. Even if you have previously submitted a progress report, the FDR must account for the entire period of performance.

Include dates when describing major project activities.

Do not include information about receptions or other activities that are unallowable under the terms of your grant, or about activities that took place before or after your period of performance. See the FY15 General Terms & Conditions for a list of unallowable costs.

Each text box has a limit of 3,000 characters and will not accept any text past this limit. You may want to compose your narrative answers in a Word document and then paste them into the form. Please note that the PDF form will eliminate any "fancy" formatting such as indent, bold, italics, or underline, but will accept standard bullets and auto-numbered lists.

Part III: Geographic Location of Project Activity (GEO) – TO BE COMPLETED ONLINE

The GEO FAQ has answers to many common questions: http://apps.nea.gov/GEO/GEO_Docs/GEO%20FAQ.pdf

A GEO report will only show as received on My Grant at a Glance if it has been "finalized." This is an automatic process for grantees with activity only at their primary address, but if you entered multiple addresses you must finalize your report. While in your GEO report, click on "Finalize Report" and follow the prompts.

TIPS FOR COMPLETING YOUR FEDERAL FINANCIAL REPORT (FFR)

Section 8: Project/Grant Period

The dates must match the grant period (aka period of performance) including approved time extensions, and encompass all NEA-approved project activity. If you were unable to finish the project within the period of performance, see the How to Manage your NEA Award Handbook regarding a possible time amendment.

Section 10: Transactions

The expenses reported on your FFR should be consistent with the line items in your approved project budget. (This may be the budget submitted with your application, or a Revised Project Budget if we have approved one more recently.) During our review of your budget, we may have made adjustments to bring the costs into compliance with the terms of your grant. Any adjustments were noted on the Project Budget page sent with your award letter or budget amendment approval; take note of these when compiling figures for your FFR.

We understand that the application budget or revised budget was your best estimate at the time of submission, however, for the FFR you *must* report actual expenditures, based on supporting documentation such as invoices, contracts, receipts, checks, transaction reports, and bank statements. Review your accounting and supporting documentation and report only actual, documented costs on the FFR. It is very common that costs will fluctuate since the time of budget approval.

All costs (including the match) must be incurred within the period of performance, though you have 90 days to liquidate expenses after the period of performance ends.

Lines shaded dark grey do not need to be completed.

Receptions and other unallowable costs must not be included at all on the FFR. It is not sufficient to say that they were paid from your share of the project cost; all project funds are considered co-mingled and so unallowable costs must be excluded entirely from the FFR. (Pay for those expenses with funds you are not reporting on the FFR.) See the FY15 General Terms & Conditions for a list of unallowable costs that must be kept separate from this project budget.

Include the value of documented in-kind expenses when calculating the total project cost.

The FFR represents the final project accounting, regardless of any outstanding payment requests. For the purpose of the FFR, presume payment of requested grant funds.

Line 10j represents **your share** of the final project cost (aka the match), based on actual expenditures.

- The NEA grant amount is not included in this line.
- Unless non-matching was indicated on the award letter, you must show at least a 1:1 match. For most grants, the actual amount of the match will be more than 1:1. To determine your match, subtract the NEA grant amount from the final, allowable project cost.

FFR Example A: If you had a $10,000 grant and incurred $26,352 in allowable project costs, Section 10 of your FFR might* look like this:

10. Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	d. $10,000
e. Federal share of expenditures	e. $10,000
f. Federal share of unliquidated obligations	f.
g. Total Federal share (sum of lines e and f)	g. $10,000
h. Unobligated balance of Federal funds (line d minus g)	h.
10. Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures (Non-NEA share)	j. $16,352
k. Remaining recipient share to be provided	k.

*Some grantees may meet or exceed the 1:1 match but still only use a portion of the NEA funds. If you will not be requesting all of your grant funds, follow Example B, below.

FFR Example B: If you had a $10,000 grant but only incurred $16,240 in allowable project costs, you have not met the required 1:1 match. The NEA can support no more than half of the total project cost. Use Lines 10e and 10g to show the reduced NEA share of costs, and Line 10h to show the unspent grant balance. Verify your intent with a note in Section 12. Your FFR might** look like this:

10. Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	d. $10,000
e. Federal share of expenditures	e. $8,120
f. Federal share of unliquidated obligations	f.
g. Total Federal share (sum of lines e and f)	g. $8,120
h. Unobligated balance of Federal funds (line d minus g)	h. $1,880
10. Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures (Non-NEA share)	j. $8,120
k. Remaining recipient share to be provided	k.
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative n. Program income expended in accordance with the addition alternative o. Unexpended program income (line l minus line or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal Sponsoring agency in compliance with governing legislation:

Balance of $1,880 will not be requested.

** If your grant had no matching requirement, this does not pertain. Follow Example A, above.

Section 11: Indirect Expenses

Report Indirect Expenses only if such costs were part of your approved project budget, as a de minimis rate or as a result of an Indirect Cost Rate Agreement negotiated with a Federal Cognizant Agency. The Indirect Cost Rate Agreement must be Final or Predetermined for the period of performance; a Provisional rate will not be accepted for final reporting.

Section 13: Certification

Type the name and title of the Authorizing Official who approved the report, as well as their phone number and e-mail address. A signature is not required.

PAYMENT REQUEST TIPS

If you have not yet requested all of your grant funds, submit a NEA Payment Request form. The Payment Request form, instructions, and a video tutorial are available at www.arts.gov/manageaward.

When requesting funds after the period of performance has ended, Section 9 of the Payment Request and Section 10 of the FFR should reflect the same final project cost.

WORK PRODUCT TIPS

Any work product requirements will be noted on the blue Reporting Requirements sheet that was sent with your grant award package. That page may also indicate whether we will accept an electronic copy.

Products must be sent directly to the Grants & Contracts Office, so we can mark them as received and review them with your Final Report. Sending products to other offices may delay them from being properly logged, jeopardizing your ability to receive future awards.

You must include the grant number and your organization name on the product or we may be unable to match it to the correct grant.

HOW TO SUBMIT YOUR FINAL REPORT

A complete Final Report will include:

- FDR (including online Geographic Location report)
- FFR
- Payment Request—if funds remain
- Work Product—if required

Save each document using this naming convention: document name, award number, organization name
(e.g., FFR, 15-xxxx-7xxx, Art Organization)

Email the Final Report to FinalReports@arts.gov. Paste a completed Final Report Checklist into the body of your e-mail to help us track the various elements of your Final Report. We prefer to receive everything together, but you can send documents separately if necessary.

Indicate the grant number and organization name, as well as the documents that are attached, in the email subject line.

Many products need to be sent as a hard copy. We accept deliveries at:

Grants and Contracts Office
National Endowment for the Arts
400 7th Street, SW
Washington, DC 20506

Please note: First-class and Priority mail sent to Federal agencies may be irradiated to protect against biological contamination. Products (e.g., CDs, DVDs, publications) put through this process suffer irreversible damage. Use an alternative delivery service if you are sending these kinds of materials.