NATIONAL ENDOWMENT FOR THE ARTS

FY2002 - 2003 PARTNERSHIP AGREEMENTS
Instructions for Final Descriptive Report Forms
Regional Arts Organizations
Part 1: Statistical

Introduction

Attached are instructions for preparing the statistical portion of the report required of Regional Arts Organizations (RAO) as a condition of receiving a National Endowment for the Arts Partnership Agreement grant. The required format, both on paper and computer diskette, is designed to facilitate greater accountability, effective analysis of basic information about public arts agencies, and cooperation among state arts agencies, regional groups, and Endowment programs through information exchange. Information provided will also fulfill some basic plan requirements and may be used in reports to the Congress. Regional Arts Organizations are required to use this format in reporting on all agency-funded activities.

Terms and definitions come from the National Standard for Arts Information Exchange developed through the National Information Systems Project (NISP).

The statistical report (Part 1 of the Final Descriptive Report) consists of two sections: DETAIL and TOTALS. DETAIL is a list of all applications on which your organization is reporting and all in-house program activities carried out by your organization. TOTALS is a set of cumulative totals of the DETAIL information plus a summary of your administrative costs.

If you have questions or would like assistance completing this report, please call the State and Regional staff at 202/682-5430.

Instructions

You may not have to produce a paper copy of the Detail section if your organization can take advantage of the Technology Option described in the Final Reporting Requirements document. Please read that document before you begin.

1. On the DETAIL pages use the top line to provide information about your organization and the Partnership Agreement grant on which you are reporting. (If your organization is not computerized and this report is prepared manually, please type all parts of the report.)

2. Following the page format shown on the DETAIL page, complete a record for each grant/award on which you are reporting. (Manual agencies should make enough copies of the DETAIL page to list every grant/award being reported.) For this report grants/awards include:

a. activities for which there is an application/award process regardless of the funding source. Information on non-funded applications is not a part of NEA reporting requirements, but may be included.

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

3. For each application/award on which you are reporting, complete a record following the format shown on the Record Layout page, (e.g., Applicant Name, Applicant City, State, etc.). For each blank which requires a number, fill in only <u>one</u> number. If data is not available enter -1 or leave blank. Do not use zero for this purpose. Zero should only be used numerically.

Records may be listed in any order. Some agencies may find it convenient to continue to list applications in order by arts discipline, grant program, or alphabetical order.

For those grants utilizing Basic Regional Plan component funds, indicate the amount of those funds in the BRP field (formerly the BSG/RAPG field -- see Definition 25 of these instructions). For those grants utilizing any funds from the other Partnership Agreement grant components, i.e., touring/presenting funds, the NEA/Mexico Initiative, indicate the amount in the OTHER NEA field. If a grant uses funds from more than one of these components, enter the combined amount in the OTHER NEA field.

For those grants utilizing OTHER NEA funds (such as Folk Infrastructure), identify in the OTHER NEA SOURCE field the Endowment grant(s) or grant component(s) from which these funds were received. See ATTACHMENT 1 for a list of valid codes. Agencies must include this information on their final report diskettes and on the paper copies of their final reports.

The sub-totals of the components that comprise OTHER NEA funds in PART A of the TOTALS page must be broken out in the specified columns in PART B of the page.

4. Number the DETAIL pages.

5. Fill in the top line of the TOTALS page with information about your organization and the Partnership Agreement grant on which you are reporting.

6. Add up all of the amounts shown on the DETAIL pages and enter the totals in Part A of the TOTALS page, according to the pattern shown at the top of the page (Individuals, Artists, etc.).

7. Copy the totals for "BRP Share," "RAO Share," and "Other Share" onto line 1 of the table in Part B of the TOTALS page. Breakout the sub-totals for the "Other NEA Share" onto line 1, of the same table. Regions should use columns 2, 3, and 4.

8. Enter the line 1 total in the blank just to the right of the table.

9. Provide requested information on your organization's administrative expenses on line 2, and enter the total in the blank to the right of the table.

10. Add lines 1 and 2 for each of the columns and enter the totals on line 3.

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11. Add all columns of line 3 and enter the total in the blank to the right of the table. This amount should equal the sum of "Total Program Expenses" plus "Total Administrative Expenses immediately above."

12. On Line 4, provide the total amount of match for each component of the Partnership Agreement.

13. Sign and date the TOTALS page.

Arts Agency

Initials of the regional organization submitting the report.

Grant Number

National Endowment for the Arts number for the Partnership Agreement grant on which "Arts Agency" is reporting. This 10-digit number can be found in the grant award letter from the National Endowment for the Arts.

Grant Start Date

The first date of the grant period for the Partnership Agreement grant on which "Arts Agency" is reporting. This date can be found in the grant award letter from the National Endowment for the Arts.

Grant End Date

The last date of the grant period for the Partnership Agreement grant on which "Arts Agency" is reporting. This date can be found in the grant award letter from the National Endowment for the Arts.

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 City (National Standard GMS field #1)

   City where "Applicant Name" is located.

3. 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.

4&5. Applicant ZIP Code & ZIP + 4 (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	06 Government - Regional
02 Organization - Nonprofit	07 Government - County
03 Organization - Profit	08 Government - Municipal
04 Government - Federal	09 Government - Tribal
05 Government - State	99 None of the Above

7. 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 Art Museum	34 Health Care Facility
09 Other Museum	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

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

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, and theatre for young audiences

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 Multi-disciplinary - 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

9. <u>Congressional District of Applicant</u>* (National Standard GMS field #10)

District of the United States House of Representatives in which "Applicant Name's" business address is located. States with only one district enter 1.

10. <u>Discipline of Project</u> (National Standard GMS field #38)

Of the 15 items listed under #8, Applicant Discipline, choose the one item that best describes the discipline with which project activities are involved. If project activities are of a technical assistance or service nature, use the arts discipline that will benefit from the project.

11. <u>Type of Activity</u> (National Standard GMS field #39)
Choose the one item which best describes the project activities.

01 acquisition - expenses for additions to a collection

02 audience services - e.g., ticket subsidies, busing senior citizens to an arts event

03 fellowship – i.e., to individuals

04 creation of a work of art - include commissions

05 concert/performance/reading - include production development

06 exhibition - include visual arts, film, and video; exhibition development

07 facility construction, maintenance, renovation

08 fair/festival

09 identification/documentation - e.g., for archival & educational purposes

10 institution/organization establishment - for creation or development of a new institution/organization

11 institution/organization support - general operational support

12 arts instruction - include lessons, classes and other means used to teach knowledge of and/or skills in the arts

13 marketing - all costs for marketing/publicity/promotion specifically identified with the project

14 professional support, administrative - payments for administrative salaries, wages, and benefits specifically identified with the project

15 professional support, artistic - payments for artistic salaries, wages, and benefits specifically identified with the project

16 recording/filming/taping - do not include creating art works or identification/documentation for archival or educational purposes

17 publication - e.g., manuals, books, newsletters

18 repair/restoration/conservation

19 research/planning - include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies

20 school residency - artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time

21 other residency - artist activity in a non-school setting wherein one or more core student groups receive repeated artist contact over time

22 seminar/conference

23 equipment acquisition

24 distribution of art - e.g., films, books, prints

25 apprenticeship

26 regranting

27 translation

28 writing about art (criticism)

29 professional development/training - activities enhancing career advancement

30 student assessment - measurement of student progress toward learning objectives. Not to be used for program evaluation.

31 curriculum development/implementation- include design, implementation, distribution of instructional materials, methods, evaluation criteria, goals, objectives

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

34 technical assistance - with technical/administrative functions

35 website/internet development – included the creation or expansion of existing web sites (or sections of web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.

36 broadcasting – include broadcasts via television, cable, radio, the Web or other digital networks.

99 none of the above

12. Project Descriptors (National Standard GMS field #39E)

Mark which, if any, of the descriptors below comprise a significant portion (50 percent or more) of the grant's resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

A Accessibility: Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

I International: Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own organization.

P Presenting/Touring: Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

T Technology: Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

Y Youth at Risk: Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

13. Arts Education (National Standard GMS Field #39C)

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 project activities.

01 50% or more of this project's activities are arts education directed to:

    A   K through 12 students
    B   higher education students
    C   pre-kindergarten children
    D   adult learners (including teachers and artists)
    99 None of this project involves arts education

02 less than 50% of this project's activities are arts education directed to:

    A   K through 12 students
    B   higher education students
    C   pre-kindergarten children
    D   adult learners (including teachers and artists)
    99 No arts education

14. Actual Individuals Benefiting (National Standard GMS field #126)

The total number of individuals who were directly involved in the funded activity as artists, non-artists, project participants or audience members between the grant or project start and end dates. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefiting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured, leave this field blank or enter a "-1" to indicate that data are not available.

15. Actual Artists Participating (National Standard GMS field #128)

Actual number of artists directly involved in providing artistic services specifically identified with the project. 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 participated enter 0.

16. Youth Benefiting (National Standard GMS field #83A)

The total number of children and youth (including students, participants, and audience members) benefiting directly from the funded project. This figure should reflect a portion of the total number reported in the Individuals Benefiting field, 14.

17. Grantee Race (National Standard GMS field #10A)

Coding should reflect the racial/ethnic characteristics of the grantee. For **individuals**, grantees may select **any combination** of the below that apply:

Characteristics for Individuals	Code
Asian	A

Black/African American   B
Hispanic/Latino   H
American Indian/Alaska Native   N
Native Hawaiian/Pacific Islander   P
White   W

This is most easily determined by allowing the grantee to identify his or her race.

For **organizations**, grantees should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership:

Code   Characteristics for Organizations
A: 50 percent or more Asian
B: 50 percent or more Black/African American
H: 50 percent or more Hispanic/Latino
N: 50 percent or more American Indian/Alaska Native
P: 50 percent or more Native Hawaiian/Pacific Islander
W: 50 percent or more White
99:     No single group listed above represents 50 percent or more of staff or board or membership.

18. Project Race (National Standard GMS field #10B)

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose the terminal code "99."

Code   Characteristics for Project
A: Asian individuals
B: Black/African American individuals
H: Hispanic/Latino individuals
N: American Indian/Alaska Native individuals
P: Native Hawaiian/Pacific Islander individuals
W: White individuals
99:     No single group

19. Grant Amount Requested* (National Standard GMS field #81)

Amount requested by "Applicant Name" in support of this project. If formal grant award process did not take place, include the amount allocated by "Arts Agency" to the project.

20. 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" to the project. If the application or project was not funded, enter 0.

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

Actual grant amount spent by "Applicant Name" on the project.

22. <u>Actual Total Cash Expenses</u> (National Standard GMS field #100)

Actual total of all cash payments made by "Applicant Name" specifically identified with the project. This should equal the total of National Standard GMS fields #89-99.

23. <u>Actual Total Cash Income</u> (National Standard GMS field #125)

Actual total of all cash income specifically identified with the project <u>including</u> "Grant Amount Spent." This should equal the total of National Standard GMS fields #113-122 and #124.

24. <u>Actual Total In-Kind Contributions</u> (National Standard GMS field #112)

The actual total value of expenses specifically identified with the project 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. <u>If there were no in-kind contributions identified with the project, enter 0.</u>

25. <u>BRP Share</u>

Amount of Partnership Agreement Basic Regional Plan component funds included in "Grant Amount Spent." If no Basic Regional Plan funds were included enter 0. NOTE: This field name was changed to be consistent with the Partnership Agreement components. State and regional agencies may take the time necessary to update this field name in their own computer systems and on reports to the NEA.

26. <u>Other NEA Share</u>

Other National Endowment for the Arts funds, including Partnership Agreement funds other than those from the Basic Regional Plan component, included in "Grant Amount Spent." Regional arts organizations should include Touring/Presenting funds, NEA/Mexico Initiative, and Remaining Other NEA funds here. If no "Other NEA" funds were included enter 0.

27. <u>RAO Share</u>

State Appropriated funds included in "Grant Amount Spent." Regional arts agencies enter the portion of "Grant Amount Spent" taken from funds contributed by state arts agencies. If no "RAO" funds were included enter 0.

28. <u>Other Share</u>

Other funds included in "Grant Amount Spent." Applicant match should not be entered under "Other Share." If no "Other" funds were included enter 0.

29. <u>Other NEA Source</u>

Codes referencing the source of the specific NEA grant(s) or grant component(s) included in the Other NEA field. If the grant in question uses funds from more than one grant, enter both codes. See ATTACHMENT 1 for list of codes.

30. <u>RAO Unique Identifier</u>

Organization's in-house application/grant identifier for each record.

FDR Part 1: Statistical
ATTACHMENT 1

Codes for "Other NEA Source" Field

Every grant record using "Other NEA Share" funds must contain a reference to the specific NEA grant(s) or grant component(s) providing the funds. Select one code from the list provided below and place it in the "Other NEA Source" field to identify the NEA category through which your organization received funding. (If the grant in question uses funds from more than one of the categories, enter both codes in the field.)

List of Valid "Other NEA Source" Codes

Partnership Agreement Grants – States only
- PAE   Partnership Agreement: Arts Education component
- PAU   Partnership Agreement: Underserved Communities component
- PAC   Partnership Agreement: Challenge America component

Partnership Agreement Grants – Regionals only
- RTP   Partnership Agreement: NEA Regional Touring component

State Arts Agencies and Regional Organizations Acting as Fiscal Agent
- FE   Fiscal Agent for use of program funds through Arts Learning goal
- FA   Fiscal Agent for use of program funds through Access goal
- FHP   Fiscal Agent for use of program funds through Heritage/Preservation goal
- FCP   Fiscal Agent for use of program funds through Creativity goal
- FPS   Fiscal Agent for use of program funds through Organizational Capacity goal

Leadership Projects
- LPU   Leadership projects using Underserved Communities funds
- LPC   Leadership projects using Challenge America funds
- LPO   Leadership projects using other NEA funds (such as NEA/Mexico Initiative, Folk Infrastructure, etc.)

Project Grants
- HPU   Underserved funds awarded through the Heritage/Preservation goal
- EU   Underserved funds awarded through the Arts Learning goal
- AU   Underserved funds awarded through the Access goal
- PSU   Underserved funds awarded through the Organizational Capacity goal
- CPU   Underserved funds awarded through the Creativity goal

Partnership Agreement Grant

RAO: _____   NEA Grant #: 0_ – 6100 - ____   Start Date: __/__/__   End Date: __/__/__

Applicant Name			Cong*	Activity	Youth Ben		Requested*	Expenses	BRP Share	RAO Share
Applicant City		Status	ADisc*	Proj Descr	Individuals	Grantee Race	Grant Award	Income	Other NEA	Other Share
ZIP Code	State	Inst	PDisc	Arts Ed	Artists	Project Race	Spent*	In-Kind	Source	RAO ID#*
1			9*	11	16		19*	22	25	27
2		6	8*	12	14	17	20	23	26	28
4&5	3	7	10	13	15	18	21*	24	29	30*

1	Applicant Name	16	Total Children/Youth Benefiting
2	Applicant City	17	Grantee Race
3	Applicant State Code	18	Project Race
4	Applicant ZIP Code	19	Grant Amount Requested*
5	Zip + 4 Code	20	Grant Award
6	Applicant Status	21	Grant Amount Spent*
7	Applicant Institution	22	Actual Total Cash Expenses for Project
8	Applicant Discipline*	23	Actual Total Cash Income for Project
9	Cong. District of Applicant *	24	Actual Total In-Kind Contributions for Project
10	Project Discipline*	25	Basic Regional Plan Share of Grant Award
11	Type of Activity	26	Other NEA Share of Grant Award
12	Project Descriptors	27	RAO Share of Grant Award
13	Arts Education	28	Other Share of Grant Award
14	Total Individuals Benefiting	29	Source of Other NEA Funds in Field #26
15	Actual Artists Participating	30	RAO Unique Identifier*

* Fields marked with an asterisk are encouraged but not required

FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – SAMPLE DETAIL PAGE
Partnership Agreement Grant

RAO: _____   NEA Grant #:   0_ – 6100 - ____   Start Date: __/__/__   End Date: __/__/__

| Applicant Name | | | Cong* | Activity | Youth Ben | | Requested* | Expenses | BRP Share | RAO Share |
| Applicant City | | Status | ADisc* | Proj Descr | Individuals | Grantee Race | Grant Award | Income | Other NEA | Other Share |
ZIP Code	State	Inst	PDisc	Arts Ed	Artists	Project Race	Spent*	In-Kind	Source	RAO ID#*

*Fields marked with an asterisk are not part of NEA reporting requirements.

FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – TOTALS PAGE
REGIONAL ARTS ORGANIZATION (RAO) Partnership Agreement Grant *Point and click or tab to each space and enter data.*

RAO: _____ NEA Grant #: 0_ – 6100 - ____ Start Date: __/__/__ End Date: __/__/__

Part A: Program Totals

Individuals	Requested*	Expenses	BRP Share	RAO Share
Artists	Grant Award	Income	Other NEA ##	Other Share
	Grant Spent*	In-Kind		

##Other NEA: this field should include Partnership Agreement funds other than those from the Basic Regional Plan component, included in "Grant Amount Spent", i.e., NEA/Mexico Initiative; any remaining NEA funds to RAOs such as Folk Arts infrastructure, consortium grants on which RAO was lead applicant, leadership grants, etc. Please break out the subtotals for Other NEA in columns 2, 3, and 4 below.

Other NEA

Part B: Program & Administrative Totals

	Column 1 Basic Plan Component	Column 2 NEA Regional Touring Component	Column 3 NEA/Mexico Initiative	Column 4 Remaining Other NEA $ (if any)	Column 5 RAO Share	Column 6 Other Share	
Line 1: Program Expenses (from Part A)							= _____ Grant Awards
Line 2: Administrative Expenses							= _____ Total RAO Admin Expenses
Line 3: Total Expenses							= _____ Total RAO Expenses
Line 4: Match for Grant Components							

X _____ Date _____

Name: _____
Title: _____
Phone: _____
e-mail: _____

Person to contact, if different:

Name: _____
Title: _____
Phone: _____
e-mail: _____

*Fields marked with an asterisk are not part of NEA reporting requirements.

Final Descriptive Report: Data Sequencing Form
Point and click or tab to each space and enter data.

Agency:

NEA Grant #: 0_ - 6100 -   ☐ **Final or** ☐ **Interim?** Final to be sent (date)

Total # of grants/records in file:

Export Format of File--select one
Name of File: ☐ ASCII text delimited (preferred)
                                             ☐ ASCII tab delimited
Software used to produce the file: ☐ Access   ☐ Excel
                                             ☐ Other:

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

	Field Name	Type*	Max Length
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
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22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:
Name:
Title:
Phone: (   )   -   E-mail:

NATIONAL ENDOWMENT FOR THE ARTS

FY2002 - 2003 PARTNERSHIP AGREEMENTS
Instructions for Completing Final Descriptive Report

STOP

Before mailing your report, please check the following:

1. Does the report follow the prescribed format?

2. Is all required information for each application listed on the DETAIL pages?

3. Are all fields filled in, with none left blank (other than those where data is not available)?

4. Are all codes used in your report (to describe "applicant status," "applicant institution," "applicant discipline," etc.) consistent with the National Standard?

5. Is the TOTALS page included?

6. Are all totals correct and consistent with the data on the DETAIL pages?

7. Have you prepared your diskette and paper copy of the report for NASAA?

NOTE: In order to meet National Endowment for the Arts grant reporting requirements, reports must be complete and accurate.

SEE NEXT PAGE for instructions on assembling your report.

NATIONAL ENDOWMENT FOR THE ARTS

FY2002 - 2003 PARTNERSHIP AGREEMENTS
Instructions for Assembling Your Final Descriptive Report

Assemble Your Final Descriptive Report as Follows:

PART 1: STATISTICAL DATA
DETAIL pages first (in order by page number if submitting paper), **OR**,
DATA SEQUENCING Form and DISKETTE of DETAIL information (if utilizing Technology Option), followed by the

TOTALS page

Make 3 copies.

a. Submit the original and 1 copy of the Final Descriptive Report (including diskette, if utilizing the technology option) <u>together with</u> the Financial Status Report to:

GRANTS & CONTRACTS OFFICE, FINAL REPORTS SECTION
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001.

b. Send one copy <u>and</u> a computer diskette version of the same information to:

National Assembly of State Arts Agencies
1029 Vermont Avenue, N.W., Second Floor
Washington, DC 20005-0001.

c. Keep one copy of the report for your records.

DON'T FORGET TO INCLUDE YOUR FINANCIAL STATUS REPORT (FSR)!