



REPORTING REQUIREMENTS For Grants Awarded to Organizations

Revised October 2004

NEW! You can see basic information about your grant at My Grant-At-A-Glance: www.arts.gov/mygrant

This document (with applicable product requirements) is included in your award package.

The Reporting Requirements applicable to your grant are described below. Please follow these instructions carefully.

OF SPECIAL NOTE: See the *General Terms & Conditions (General Terms)* for detailed information.

- Grant activities should be consistent with those approved for funding by the Arts Endowment. If changes in the project are believed necessary, you must send a written request with justification to the Grants & Contracts Office **before** implementation.
- You must acknowledge the Arts Endowment's support in all materials and announcements regarding this grant.
- You should be aware of the requirements concerning record retention and the Government's rights of access to records and personnel.

The *General Terms* and all of your report forms and instructions are on our Web site at www.arts.gov/manageaward.

GEOGRAPHIC REPORT

The National Endowment for the Arts is required to report on the geographic locations of grant activities. To ensure the accuracy of this information, you must return the completed "Geographic Location of Project Activity" form within 30 days of receipt of your award notification, or with the first payment request, **whichever comes first**. Follow the directions on the form.

PROGRESS REPORT

Generally, only one progress report will be required during the grant period. It is submitted as part of the Request for Advance or Reimbursement form, Section 10. The Progress Report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant award amount.

The Progress Report must include: 1) a description of all activities supported by the grant that have been undertaken since the grant period start date, and 2) a list of grant-supported activities scheduled for the remainder of the grant period. Your response should generally be limited to the space provided on the form.

FINAL REPORTING REQUIREMENTS

You are required to submit acceptable Final Report packages to the Grants & Contracts Office not later than 90 days after the grant end date. **You will be ineligible for any Arts Endowment grants if you fail to submit required and acceptable Final Report packages for previously awarded grants.** Detailed instructions and all forms can be found on our Web site at the address above. The Final Report package must include:

1. The completed Financial Status Report (FSR).
2. The completed Final Descriptive Report (FDR). This report asks you to provide a narrative describing the project and information about specific activities and participants. Follow the directions on the form.
3. Work Product Requirement. If a work product is required for this grant, the Final Report Package must include one or more copies of that item, as indicated below. Any work products submitted must be labeled with the grantee's name and grant number.

IF NO ITEM IS IDENTIFIED, NO PRODUCT IS REQUIRED FOR YOUR GRANT.

<input type="checkbox"/> Audiotape(s)	<input type="checkbox"/> Book(s)	<input type="checkbox"/> Catalog(s)	<input type="checkbox"/> CD(s)
<input type="checkbox"/> Manuscript(s)	<input type="checkbox"/> Photograph(s)	<input type="checkbox"/> Publication(s)	<input type="checkbox"/> Score(s)
<input type="checkbox"/> Slides	<input type="checkbox"/> Video(s)	<input type="checkbox"/> Other: _____	

Special Instructions:

We reserve the right to request subsequent information or work product(s) if necessary. As a reminder, all federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for federal purposes (e.g., the use of final report work products to document the results of grant programs), including publication on a federal Web site. For more information see the *General Terms*.

Do not submit Final Report material as part of any upcoming application package. All Final Report material should be sent in a single package to:

Grants & Contracts Office
 Final Report Section, Room 618
 National Endowment for the Arts
 1100 Pennsylvania Avenue, NW
 Washington, DC 20506-0001

You may FAX the FDR and FSR. If you FAX your material, DO NOT SEND A HARD COPY.
 The FAX numbers are (202) 682-5610 or 5609.

NOTE: The delivery of first-class mail to NEA has been delayed since October 2001. Delays are expected to continue for the foreseeable future. Please consider using alternative delivery services, particularly if you are sending time-sensitive materials. In addition, some or all of the first-class and Priority mail we receive may be put through an irradiation process to protect against biological contamination. Be advised that products (e.g., CDs, videos, slides) put through this process suffer irreversible damage. If you are sending these kinds of materials, we encourage you to consider using alternative delivery services.

REPORTING BURDEN:

The public reporting burden for this collection of information is estimated to average eight hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget, Room 628; National Endowment for the Arts; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001. NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.