



NATIONAL ENDOWMENT FOR THE ARTS

**FY2001 PARTNERSHIP AGREEMENTS**  
**Instructions for Final Descriptive Report Forms**  
**Regional Arts Organizations**  
**Statistical Report**

### Introduction

Attached are instructions for preparing the statistical portion of the report required of state arts agencies and regional arts organizations 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 state plan requirements and may be used in reports to the Congress. States and regional groups 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 (NISIP).

The statistical report of the Final Descriptive Report consists of two sections: DETAIL and TOTALS. DETAIL is a list of all applications on which your agency is reporting and all in-house program activities carried out by your agency. 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 agency 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 agency and the Partnership Agreement grant on which you are reporting. (If your agency 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 agency (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 one number. If data is not available enter -1 or a 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 State Plan (States) or Regional Plan (Regional organizations) component funds, indicate the amount of those funds in the BSP field (formerly the BSG/RAPG field -- see [Definition #26](#) of these instructions). For those grants utilizing any funds from the other Partnership Agreement grant components, i.e., arts education, underserved communities or Challenge America funds (States) or touring/presenting funds (Regionals), 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, 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 agency 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 "BSP Share," "SAA 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, columns 2 through 5 of the same table.
8. Add up the seven columns of line 1 to get the "Total Program Expenses" and enter in the blank provided just to the right of the table.

9. Provide requested information on your agency's administrative expenses in the seven columns of line 2, and enter "Total Agency Administrative Expenses" in the blank to the right of the table.
10. Add lines 1 and 2 for each of the seven columns. Fill in the results in the blanks provided for "Total Expenses" just below the table.
11. Add all seven columns of "Total Expenses" to get "Total Agency Expenses." This amount should equal the sum of "Total Program Expenses" plus "Total Agency Administrative Expenses."
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

Two-character state abbreviation for the state or jurisdictional arts agency submitting the report or the 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. Congressional District of Applicant\* (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.

9. Discipline of Project (National Standard GMS field #38)

Choose the one item which 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.

- 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, and video
  - 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 Folk 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 dance or music, i.e., interpretations of ethnic/folk dance or music, i.e., interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition.
  - 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

10. Applicant Discipline\* (National Standard GMS field #1.C)

Of the 15 items listed under "#9, Discipline of Project," choose the one which best describes the applicant's primary area of work in the arts.

11. Presenting/Touring (National Standard GMS field #39D)

Choose the one item which best describes the project activities. This field should be used only when presenting or touring are major components of the funded activity.

- 1 presenting/sponsoring - grants (or the dollar equivalent of direct services) to sponsors/presenters for the production of exhibitions, readings, screenings, etc., created elsewhere. (Does not include general support grants where a small or indeterminate portion goes to presenting.)
- 2 touring - grants (or the dollar equivalent of direct services) resulting in the movement of artworks and artists for performances, readings, screenings, etc., to the benefit of audiences

in different geographic areas. (Does not include general operating support or grants where a small or indeterminate portion goes to touring.)

99 none of the above

12. 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, 15.

13. Type of Activity (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 - e.g. 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; include broadcasting
  - 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
  - 99 none of the above

14. 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

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

Actual number of individuals directly benefiting from project activities (i.e., the actual total audience, participants, students, etc., excluding employees and/or paid performers). Estimate for broadcasts or large public events (e.g. performances in the park). If no individuals benefit enter 0.

16. 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 participate enter 0.

17. International Activity (National Standard GMS field #39B)

Code as Y (YES) if the grant in question conforms to any of the following criteria and N (NO) if it does not:

- (1) support connected with your grantees visiting other countries, or
- (2) support connected with foreign artists visiting your state or the U.S., or
- (3) support connected with any cultural exchange program, or
- (4) support used by your grantees to make linkages with artists or institutions in other countries, or
- (5) grants made to yourself to establish or administer international programs in your agency.

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

Coding should reflect the predominant racial characteristics of the grantee using the following codes:

<u>Characteristics for Individuals</u>	<u>Code</u>
American Indian/Alaskan Native	N
Asian/ Pacific Islander	A
Black, not Hispanic	B
Hispanic	H
White, not Hispanic	W
Multi-Racial	M
(combination of those above if no single race applies)	

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

<u>Characteristics for Organizations</u>	<u>Code</u>
American Indian/Alaskan Native	N
Asian/ Pacific Islander	A
Black, not Hispanic	B
Hispanic	H
White, not Hispanic	W
General (at least half of staff or board or membership <u>is not</u> one race)	G

An organization should be racially classified according to the characteristics of its staff OR its board of directors OR its membership. That is, if at least half of its staff OR at least half its board of directors OR at least half of its membership belong to one of the listed racial groups, then the organization is to be coded with that race/ethnicity classification. If more than one code is applicable based on the above definition, select the one that you feel best characterizes the organization. If an organization does not have at least half of its staff OR board OR membership within one racial group it is to be coded as GENERAL. A GENERAL organization is in this sense one that employs, is directed by, or represents people of various races or ethnicities, and hence may not specifically represent the cultures, traditions, or values of any particular race or ethnicity.

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

Using the same racial codes used to describe organizations (field 18), grantees should indicate if funded projects clearly emphasize or reflect the traditions or culture of any particular race. If a project does emphasize or reflect traditions or culture of a particular race, it should be coded with the symbol for that race. Projects that do not clearly reflect the culture or traditions of a particular race should be coded as "G" for "General". Categorizing by race may be difficult for grants for general operating support, or administrative or artistic support. If the activities of the individual or organization receiving this kind of support cannot be placed within the suggested codes, the project should also be coded as "G" for "General". Use only one code for each grant record.

20. 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.

21. 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.

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

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

23. Actual Total Cash Expenses (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.

24. Actual Total Cash Income (National Standard GMS field #125)

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

25. Actual Total In-Kind Contributions (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. If there were no in-kind contributions identified with the project, enter 0.

26. BSP Share (formerly BSG Share)

Amount of Partnership Agreement Basic State (or Regional) Plan component funds included in "Grant Amount Spent." If no Basic State 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.

27. Other NEA Share

Other National Endowment for the Arts funds, including Partnership Agreement funds other than those from the Basic State (or Regional) Plan component, included in "Grant Amount Spent." State arts agencies should include Arts Education, Underserved Communities and Challenge America funds in this field. Regional arts organizations should include Touring/Presenting funds here. If no "Other NEA" funds were included enter 0.

28. SAA Share

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 "SAA" funds were included enter 0.

## **FDR: Statistical Report 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 agency 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**

- PTU Partnership Agreement: NEA Regional Touring component/Underserved Communities
- PTC Partnership Agreement: NEA Regional Touring component/Challenge America
- PTO Partnership Agreement: NEA Regional touring component/Other

##### **State Arts Agencies and Regional Organizations Acting as Fiscal Agent**

- FE Fiscal Agent for use of program funds through Education 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

##### **Project Grants**

- HPU Underserved funds awarded through the Heritage/Preservation goal
- EU Underserved funds awarded through the Education 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

# FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – SAMPLE RECORD LAYOUT

## Partnership Agreement Grant

Arts Agency: \_\_\_\_\_ NEA Grant #: 01 – 6100 - \_\_\_\_\_ Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant Name		Cong*	Pres/Tour	Arts Ed	International	Requested*	Expenses	BSP Share	SAA Share	
Applicant City		State	PDisc	Youth Benef	Individuals	Grantee Race	Income	Other NEA	Other Share	
ZIP Code	Status	Inst	ADisc*	Activity	Artists	Project Race	Spent*	In-Kind	SAA ID#*	
1			8*	11	14	17	20*	23	26	28
2		3	9	12	15	18	21	24	27	29
4&5	6	7	10*	13	16	19	22*	25	30	31*

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| 1 Applicant Name                 | 17 International Activity            |
| 2 Applicant City                 | 18 Grantee Race                      |
| 3 Applicant State Code           | 19 Project Race                      |
| 4 Applicant ZIP Code             | 20 Grant Amount Requested*           |
| 5 Zip + 4 Code                   | 21 Grant Award                       |
| 6 Applicant Status               | 22 Grant Amount Spent*               |
| 7 Applicant Institution          | 23 Total Project Expenses            |
| 8 Cong. District of Applicant *  | 24 Total Project Income              |
| 9 Discipline of Project          | 25 Total Project In-Kind Expenses    |
| 10 Applicant Discipline*         | 26 Basic Plan Share of Grant Award   |
| 11 Presenting/Touring            | 27 Other NEA Share of Grant Award    |
| 12 Youth Benefiting              | 28 SAA (or RAO) Share of Grant Award |
| 13 Type of Activity              | 29 Other Share of Grant Award        |
| 14 Arts Education                | 30 Other NEA Source                  |
| 15 Actual Individuals Benefiting | 31 SAA or RAO Unique Identifier*     |
| 16 Actual Artists Participating  |                                      |

\* Fields marked with an asterisk are encouraged but not required



# 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 #: 01 – 6100 - \_\_\_\_\_ Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Part A: Program Totals	Individuals	Requested*	Expenses	BSP 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 Regional Touring funds; 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 and 3 below.

Part B: Program & Administrative Totals	Other NEA ##			Column 4	Column 5	
	Column 1	Column 2	Column 3			
	Basic Plan Component	NEA Regional Touring Component	Remaining Other NEA \$ (if any)	RAO Share	Other Share	
Line 1: Program Expenses						= _____
Line 2: Administrative Expenses						= _____
Line 3: Total Expenses						= _____
						Total RAO Expenses
Line 4: Match for Grant Components						

X \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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 #:** 01 - 6100 -

**Final** or  **Interim?** Final to be sent (date)

**Total # of grants/records in file:**

**Name of File:**

**Export Format of File**--select one

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.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
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

**FY2001 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

**FY2001 PARTNERSHIP AGREEMENTS**  
**Instructions for Assembling Your Final Descriptive Report**

**Assemble Your Final Descriptive Report as Follows:**

**STATISTICAL REPORT**

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) together with 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 and 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)!**