

National Endowment for the Arts

FY19 & Later STANDARD FINAL DESCRIPTIVE REPORT

November 2018

PART I: PROJECT NARRATIVE

In this section, please respond to each narrative question in the text fields provided below. You may cut and paste the answer into the form from another document, but please limit your response to the posted character limits. All components of the final report work in tandem to present a complete picture of the grantee's Arts Endowment-supported project. If activity is mentioned in the Final Descriptive Report, it's expected that it was paid for with funds reported on the Federal Financial Report, and that all locations of significant project activity will be listed in your Geographic Location of Project Activity (GEO) report. You must report solely on the Arts Endowment project, which is restricted to those activities the Agency has reviewed and approved. The Arts Endowment project may be just a portion of a larger effort. Report only on activity supported by the approved project budget.

Please include "human interest" stories or other anecdotal information about the project within the narrative as appropriate. On occasion you may be contacted for copies of programs, reviews, relevant news clippings, playbills, or other evidence of your accomplishments, including evidence of your acknowledgement of National Endowment for the Arts (NEA) support. Feel free to include relevant web links.

When completing narrative responses, you can expand the visibility of text boxes by clicking on the lower right corner of the box and pulling it downward.

1. Were you able to carry out ALL approved project activities? (Yes/No check box) Describe the activities supported by this award. Please report solely on activities funded by the National Endowment for the Arts and the project match reported on your Federal Financial Report. These activities must be consistent with your application narrative, the approved project budget, and any approved grant amendments. (3,000 character limit)
2. What did this project accomplish and who benefited? List and describe key accomplishments of this project. Where possible, identify beneficiaries of the project (e.g., types of individuals, organizations, disciplines/fields, or communities). (3,000 character limit)
3. A. Did the project encounter any events and/or circumstances that impeded your ability to conduct the project as planned? (Yes/No check box)
B. If yes, then please describe the nature of the challenge(s) and how you addressed them. (2,000 character limit)
4. Please complete the following tables regarding the involvement of key partners, funders (besides the Arts Endowment), and key artists. (Actual tables with project narrative question #4.)

SAMPLE: The FDR must be completed in REACT.

1. Were you able to carry out ALL approved project activities? Yes No

Describe the activities supported by this award. Please report solely on activities funded by the National Endowment for the Arts and the project match reported on your Federal Financial Report. These activities must be consistent with your application narrative, the approved project budget, and any approved grant amendments. (3,000 character limit)

[EXPANDABLE TEXT FIELD – 3,000 CHARACTER LIMIT]

SAMPLE. The FDR must be completed in REACH.

2. What did this project accomplish and who benefited? List and describe key accomplishments of this project. Where possible, identify beneficiaries of the project (e.g., types of individuals, organizations, disciplines/fields, or communities). (3,000 character limit)

[EXPANDABLE TEXT FIELD – 3,000 CHARACTER LIMIT]

SAMPLE. The FDR must be completed in REACH.

3. A. Did the project encounter any events and/or circumstances that impeded your ability to conduct the project as planned?

Yes No

B. If yes, then please describe the nature of the challenge(s) and how you addressed them.
(2,000 character limit)

[EXPANDABLE TEXT FIELD – 2,000 CHARACTER LIMIT]

SAMPLE. The FDR must be completed in REACH.

4. Please complete the following tables regarding the involvement of key partners, funders (besides the NEA), and key artists.

Name of Key Partner/Funder	Type of Entity	Nature of Involvement	Contributed Match? (Including In-Kind)
[TEXT FIELD]	[DROP DOWN MENU] <ul style="list-style-type: none"> • Nonprofit Arts Organization • Nonprofit Community Organization • Private Foundation • School or School District (K-12) • Local Government Agency • State Government Agency • Federal Government Agency* • College/University • Library • Religious Organization • Media Organization • For-profit Company • Nonprofit organization other than those identified above • Tribal Government Agency • Other 	[TEXT FIELD – 700 CHARACTER LIMIT PER FIELD]	_ YES _ NO
[TEXT FIELD]	[DROP DOWN MENU]	[TEXT FIELD – 700 CHARACTER LIMIT]	_ YES _ NO
[TEXT FIELD]	[DROP DOWN MENU]	[TEXT FIELD – 700 CHARACTER LIMIT]	_ YES _ NO

CLICK HERE TO ADD NEW ROW

Please note that funding from other federal government agencies CANNOT be counted as match (cost share).

Name of Key Artist	Nature of Involvement
[TEXT FIELD]	[TEXT FIELD]
[TEXT FIELD]	[TEXT FIELD]

CLICK HERE TO ADD NEW ROW

PART IIA: PROJECT ACTIVITY

Provide data for activities supported with this award (NEA and cost share funding) during the period of performance. Indicate the number of activities delivered. Leave blank any items that are not applicable or for which actual figures/supportable estimates do not exist.

Project Activity	Number
Number of Professional Original Works of Art Created <ul style="list-style-type: none"> Do not include student works, adaptations, re-creations, or restaging of existing works. 	
Number of Fairs/Festivals Held <ul style="list-style-type: none"> Report media arts and film festivals in the Exhibitions field below, not here. Do not break out fair/festival activities (performances, etc.) in other project activity fields. 	
Number of Exhibitions Curated/Presented <ul style="list-style-type: none"> Include visual arts, media arts, design, and film festivals. Count each curated film series as a single exhibition. An exhibition staged multiple times should be counted as one exhibition. 	
Number of Concerts/Performances/Readings	
Number of Arts Instruction Activities <ul style="list-style-type: none"> Include classes, demonstrations, lectures, and other means used to teach knowledge of and/or skills in the arts. A class taught over multiple sessions should be counted as one class. A class repeated for multiple audiences should be counted per audience. 	

PART IIB: INDIVIDUALS BENEFITED

Provide data for individuals who directly benefited during the period of performance. Leave blank any items that are not applicable or for which actual figures/supportable estimates do not exist.

Individuals Compensated from the Project Budget	A	B
Enter the number of individuals who were paid, in whole or in part, with project funds (both the NEA and the cost share) reported on your Federal Financial Report.	Number of individuals	Of the number reported in column A, how many were hired by your organization as employees who receive a W-2 as a result of this award? Do not count contractors receiving a 1099 in this section
Artists		
Others (includes employees, temporary staff, and contractors who did not work as artists on this project)		
Total		

"In-Person" Arts Experience	Number	
Enter the number of people that directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly interacting with artists or the arts. Do not count individuals who were primarily reached	a. Adults	
	b. Children/Youth	

through television, radio, the Internet, or other media. Avoid inflated numbers, and do not double-count repeat attendees.

c. Total	
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SAMPLE. The FDR must be completed in REACH.

Virtual Arts Experience	Total Number of Unique Visitors
If your project used online or mobile components to engage audiences (e.g., podcasts, live web streaming, mobile applications, online videos/audio/games, e-book or e-reader downloads, distance learning, internet-based artworks, online collections/ exhibitions, etc.), then please enter an estimate of the total number of unique visitors who accessed these components during the grant period. Do not include people who visited a website for unrelated content.	

If your project used online or mobile components to engage audiences, then please select the "type" that best describes the form of technology used. (Select all that apply.)	
<input type="checkbox"/>	Podcasts
<input type="checkbox"/>	Live web streaming
<input type="checkbox"/>	Mobile applications
<input type="checkbox"/>	Online videos/audio/games
<input type="checkbox"/>	E-book or e-reader downloads
<input type="checkbox"/>	Distance learning
<input type="checkbox"/>	Internet-based artworks
<input type="checkbox"/>	Online collections/exhibitions
<input type="checkbox"/>	Other. Please enter the type of other technology: [Text box]

PART IIC: POPULATION DESCRIPTORS

For the next three sections, please select all groups of people that your project intended to serve directly - if special efforts were made to reach certain populations - and then answer the follow-up questions.

For example, if a component of your project was after-school workshops, then you would select "Children/Youth" as one of the age groups you intended to serve directly.

If your project served the general public without a specific focus on reaching distinct populations, then select the "No Specific Group" option.

Racial/Ethnic Groups	
<input type="checkbox"/>	N - American Indian or Alaska Native
<input type="checkbox"/>	A - Asian
<input type="checkbox"/>	B - Black or African American
<input type="checkbox"/>	H - Hispanic or Latino
<input type="checkbox"/>	P - Native Hawaiian or other Pacific Islander
<input type="checkbox"/>	W - White
<input type="checkbox"/>	O - Other Racial/Ethnic Group. Please enter the type of group: [Text box]
<input type="checkbox"/>	U - No Specific Racial/Ethnic Group

If your project focused on serving one or more racial/ethnic groups, then did it succeed in this objective?

Yes No

Age Groups	
<input type="checkbox"/>	1. Children/Youth (0-17 years)
<input type="checkbox"/>	2. Young Adults (18-24 years)
<input type="checkbox"/>	3. Adults (25-64 years)
<input type="checkbox"/>	4. Older Adults (65+ years)
<input type="checkbox"/>	5. No Specific Age Group

If your project focused on serving one or more specific age groups, then did it succeed in this objective?

Yes No

SAMPLE. The FDR must be completed in REACH.

Underserved/Distinct Groups	
<input type="checkbox"/>	D - Individuals with Disabilities (physical, cognitive, or sensory)
<input type="checkbox"/>	I - Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
<input type="checkbox"/>	P - Individuals below the Poverty Line
<input type="checkbox"/>	E - Individuals with Limited English Proficiency
<input type="checkbox"/>	M - Military Veterans/Active Duty Personnel
<input type="checkbox"/>	Y - Youth at Risk
<input type="checkbox"/>	O - Other Underserved/Distinct Group. Please enter the type of group: [Text box]
<input type="checkbox"/>	U - No Specific Underserved/Distinct Group

If your project focused on serving one or more underserved/distinct groups, then did it succeed in this objective?

Yes No

SAMPLE. The FDR must be completed in REACH.