

National Endowment for the Arts

**FY22 & Later FINAL DESCRIPTIVE REPORT – Poetry Out Loud**

September 2021

Submit your Final Descriptive Report (FDR) within 90 days after the period of performance end date. The FDR **must** be submitted through your eGMS REACH account, which can be accessed at <https://grants.arts.gov/eGMS-Reach/Login>. Before completing this form, please review the FDR formatting instructions in the Final Report Tips document, found here: [www.arts.gov/grants/manage-your-award/fy18-and-later](http://www.arts.gov/grants/manage-your-award/fy18-and-later). FDRs must be completed in Adobe Reader, version 9 or newer, and saved as a PDF. Please follow the instructions carefully; improperly formatted reports cannot be accepted.

**ORGANIZATION INFORMATION**

Organization:	
Grant #:	OR Cooperative Agreement #:
Period of Performance (month/day/year):	/ / to / /
Contact (First, Last Name):	
Title:	
Email:	Phone:
Website:	

**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. As you exit each text field, it will expand to show you entered text.

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.

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.)

5. A. Is your Poetry Out Loud project implemented by the state arts agency and its staff? (Yes/No check box)  
B. If not, please identify the organization that implements Poetry Out Loud in your state, and describe the state agency's relationship to the implementing organization. (1,000 character limit)

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)

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

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 NEA), and key artists.

Name of Key Partner/Funder	Type of Entity	Nature of Involvement	Contributed Match? (Including In-Kind)
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No

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

Name of Key Partner/Funder	Type of Entity	Nature of Involvement	Contributed Match? (Including In-Kind)
			Yes No
			Yes No
			Yes No
			Yes No
			Yes No

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

<b>Name of Key Artist</b>	<b>Nature of Involvement</b>



<b>Name of Key Artist</b>	<b>Nature of Involvement</b>

5. A. Is your Poetry Out Loud project implemented by the state arts agency and its staff?  Yes      No

B. If not, please identify the organization that implements Poetry Out Loud in your state, and describe the state agency's relationship to the implementing organization. (1,000 character limit)

**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.

<b>Project Activity</b>	<b>Number</b>
Number of Professional Original Works of Art Created <ul style="list-style-type: none"> <li>Do not include student works, adaptations, re-creations, or restaging of existing works.</li> </ul>	
Number of Fairs/Festivals Held <ul style="list-style-type: none"> <li>Report media arts and film festivals in the Exhibitions field below, not here.</li> <li>Do not break out fair/festival activities (performances, etc.) in other project activity fields.</li> </ul>	
Number of Exhibitions Curated/Presented <ul style="list-style-type: none"> <li>Include visual arts, media arts, design, and film festivals.</li> <li>Count each curated film series as a single exhibition.</li> <li>An exhibition staged multiple times should be counted as one exhibition.</li> </ul>	
Number of Concerts/Performances/Readings	
Number of Arts Instruction Activities <ul style="list-style-type: none"> <li>Include classes, demonstrations, lectures, and other means used to teach knowledge of and/or skills in the arts.</li> <li>A class taught over multiple sessions should be counted as one class.</li> <li>A class repeated for multiple audiences should be counted per audience.</li> </ul>	
Number of artists' residencies (Artists' activities in schools or other community settings over an extended period of time.)	
Number of hours broadcast on radio, television, cable, podcasts, and/or webcasts. For series, include hours for all broadcasts. Include broadcasts that occurred after the end date of the project only if they were a direct result of the funding of this award. Do NOT include public service announcements, advertising, or other promotional activities	
Number of schools that actively participated in the Poetry Out Loud project (Those schools that were involved actively in your project, not those to which material simply was distributed.)	
Number of organizations that actively participated in the Poetry Out Loud project (Those organizations that were involved actively in your project, not those to which material simply was distributed.)	

- Does your Poetry Out Loud project include regional competitions? Yes No
- Does your Poetry Out Loud programming include workshops for:
  - Students? Yes No
  - Teachers? Yes No
- Do you provide honorariums or stipends to your Poetry Out Loud judges? Yes No
- Do you provide travel stipends for Poetry Out Loud:
  - Students Yes No
  - Teachers Yes No
- A. Was at least one of your Poetry Out Loud events held at a school? Yes No

B. If yes, please enter the total number of students enrolled at all schools participating in Poetry Out Loud.

<b>School Enrollment</b>	<b>Number</b>
Enter the total number of students enrolled at all schools participating in Poetry Out Loud	

**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.

<b>Individuals Compensated from the Project Budget</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.	<b>A</b> <b>Number of individuals</b>	<b>B</b> <b>Of the number reported in column A, how many were hired (as employees, not contractors) by your organization during the project period as a result of this award?</b>
<b>Artists</b>		
<b>Others (includes employees, temporary staff, and contractors who did not work as artists on this project)</b>		
<b>Total</b>		

<b>"In-Person" Arts Experience</b>		<b>Number</b>
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 through television, radio, the Internet, or other media. Avoid inflated numbers, and do not double-count repeat attendees.	<b>1. Adults</b> (sum of 1a, 1b, 1c, 1d)	
	1a. Lead Organizers	
	1b. Teachers	
	1c. Guest Artists	
	1d. Other Adult attendees	
	<b>2. Children/Youth</b>	
	<b>3. Total</b> (sum of 1. Adults and 2. Children/Youth)	

Virtual Arts Experience		Number
<p>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.</p>	<b>1. Adults</b> (sum of 1a, 1b, 1c, 1d)	
	1a. Lead Organizers	
	1b. Teachers	
	1c. Guest Artists	
	1d. Other Adult attendees	
	<b>2. Children/Youth</b>	
	<b>3. Total</b> (sum of 1. Adults and 2. Children/Youth)	

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:

### **PART IIC: POPULATION DESCRIPTORS**

For the next three sections, please select all groups of people that your project intended to serve directly. Then answer the follow-up question in each section.

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:
<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

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:
<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

**PAPERWORK REDUCTION ACT STATEMENT**

The public reporting burden for this collection of information is estimated at an average of three hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines 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: [webmgr@arts.gov](mailto:webmgr@arts.gov), Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.