



GUAM COUNCIL ON THE ARTS AN HUMANITIES
FPR, FPR and Project Activity Location Form
 For use in reporting project activities for the
FY 2024 Grant Cycle

FINAL PROJECT REPORT - FPR

This report form consists of the FPR (Pages 1-3), FDR (Page 4) and the Project Activity Location form (Page 5). All sections must be filled out (Incomplete and illegible forms may delay processing and payout of your final increment). This report should be typed or computer generated and not handwritten (LEGIBLE) and should be submitted with documentation to substantiate your completed project (pictures, video links, publications, etc). Please double check your financial figures to ensure that they are correct.

I. GRANTEE INFORMATION

- a. Grantee Name: _____
 Unique Entity Identifier: _____
 Mailing Address: _____
 City: _____ GUAM ZIP +4 _____
- b. Contact Person: _____
 Title: _____
 Email: _____ Phone: _____
- c. Authorizing Official: _____
- d. Project Title: _____
- e. Individuals Benefitting: _____
- f. Total Artists Participating: _____
- g. Actual Youth Benefitting: _____

II. EVALUATION OF FINAL PROJECT

a.	Describe as briefly as possible how your project differed from the project that was proposed? Briefly describe any changes, problems encountered and how they were addressed?	
b.	What activities took place? When? Where?	

c.	What were the positive results or effects of the project?	
d.	How were the CAHA grant funds spent?	
e.	What were the project strengths? What were its weaknesses?	

III. ACTUAL EXPENDITURES

All original records of income and expenses pertaining to the grant project shall be maintained by the grantee for a period of 3 years, per Federal requirements, and an additional 3 years, per Government of Guam requirements.

EXPENSES		IN-KIND CONTRIBUTIONS
A.	Personnel – Artistic	_____
B.	Personnel - Administrative	_____
C.	Personnel – Technical	_____
D.	Outside Artistic Fees/Svcs	_____
E.	Other/Outside Artistic Fees/Svcs	_____
F.	Studio and Space Rental	_____
G.	Travel / Per Diem	_____
H.	Marketing and Promotion	_____
I.	Remaining Operating Expenses	_____
J.	ACTUAL TOTAL CASH EXPENSES	_____
		K. ACTUAL TOTAL IN-KIND CONTRIBUTIONS

INCOME	
L.	Admission – Ticket Sales
M.	Contracted Service Revenue
N.	Business/Corporate Support
O.	Foundation Support
P.	Other Private Support
Q.	Government - Federal
	State
	Regional
R.	Government –Local
S.	Other Revenue
T.	Grantee Cash
U.	TOTAL APPLICANT CASH
V.	GRANT AMOUNT EXPENDED FROM CAHA
W.	TOTAL CASH INCOME

• NOTE: TOTAL **CASH INCOME (W)** must equal **TOTAL CASH EXPENSE (J)**

FINAL DESCRIPTIVE REPORT - FDR

*In order to effectively ensure grantee FDR information to the National Endowment for the Arts, grantees **must provide** the following data on this page. Failure to complete this FDR will delay processing of any final award payment. Please use the appropriate codes where necessary (see pages 6 to 12 for codes and definitions). Grantee should ensure that all information listed below applies to the closing of the project, as described in the **FINAL PROJECT REPORT (FPR)** on pages 1-3 above.*

TO BE FILLED OUT BY GRANTEE

FOR STAFF USE ONLY THIS SECTION

1.	Grantee Name:		
2.	Grantee Address:		
3.	Grantee City:		
4.	Grantee State Code:		
5.	Grantee Zip + 4:		
6.	Grantee Status:		
7.	Grantee UEI:		
8.	Grantee Institution:		
9.	Grantee Discipline:		
10.	NEA Primary Strategic Outcome:		
11.	Discipline of Project:		
12.	Type of Activity:		
13.	Arts Education:		
14a.	Adults Engaged in 'In Person' Arts Experiences:		
14b.	Youth engaged in 'In Person Arts Experiences:		
15.	Artists Directly Involved:		
16.	Population Benefitted by Race/Ethnicity:		
17.	Population Benefitted by Age:		
18.	Population Benefitted by Disctinct Groups:		
19.	Grant Amount Requested:		
20.	Grant Amount Awarded:		
21.	Grant Amount Spent:		
22.	Actual Total Cash Expenses:		
23.	Actual Total Cash Income:		
24.	Actual Total In-Kind Contributions:		

PROJECT ACTIVITY LOCATION

Complete this section for every location in which project activities took place. Report activities detailed in your FDR that took place at locations in addition to your organization's primary address. These activities may include, but are not limited to, creation of artwork, festivals, concerts, performances, readings, classes, lectures, demonstrations, workshops, conferences, etc. Use extra pages if needed.

1.	Venue Address	
2.	Venue City	
3.	Venue State	
4.	Venue Zip	
5.	Venue Latitude <i>(Venue address can be provided in lieu of Latitude and Longitude. Use decimal degrees without degree symbol)</i>	
6.	Venue Longitude <i>(Venue address can be provided in lieu of Latitude and Longitude. Use decimal degrees without degree symbol)</i>	
7.	Number of days on which activities occurred:	

1.	Venue Address	
2.	Venue City	
3.	Venue State	
4.	Venue Zip	
5.	Venue Latitude <i>(Venue address can be provided in lieu of Latitude and Longitude. Use decimal degrees without degree symbol)</i>	
6.	Venue Longitude <i>(Venue address can be provided in lieu of Latitude and Longitude. Use decimal degrees without degree symbol)</i>	
7.	Number of days on which activities occurred:	

1.	Venue Address	
2.	Venue City	
3.	Venue State	
4.	Venue Zip	
5.	Venue Latitude <i>(Venue address can be provided in lieu of Latitude and Longitude. Use decimal degrees without degree symbol)</i>	
6.	Venue Longitude <i>(Venue address can be provided in lieu of Latitude and Longitude. Use decimal degrees without degree symbol)</i>	
7.	Number of days on which activities occurred:	

CERTIFICATION

I, the undersigned, do certify that the information contained within this final report (FDR, FPR and PROJECT ACTIVITY LOCATION), including all attachments and supporting materials is correct and true to the best of my knowledge. I further acknowledge that I have retained all original records of income and expenses (receipts) pertaining to this grant.

GRANTEE SIGNATURE:

NAME *(Please Print)*:

TITLE:

DATE:

FINAL DESCRIPTIVE REPORT (FDR)

Reporting Codes and Definitions

Organizational / Individual Information

1. Grantee Name - Name of the organization or individual that applied for funds.
2. Grantee Address – Street address. Grantees based at an individual's personal address skip to question #3.
3. Grantee City - City or village where "Grantee Name" is located.
4. Grantee State - Two-character state abbreviation of state or jurisdiction in which "Grantee City" is located.
5. Grantee ZIP Code & ZIP + 4 - ZIP Code for address of "Grantee Name".
6. Grantee Status - Legal status of "Grantee Name." Choose the one item which best describes the grantee.
 - 01 Individual:** A person, not an organization)
 - 02 Organization – Nonprofit:** Not engaged in profit-making activities (i.e., no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses
 - 03 Organization – Profit:** Engaged in profit-making activities (i.e., income or assets do inure to the benefit of directors, officers, employees, or stockholders)
 - 04 Government – Federal:** A unit of or individual associated with the federal government.
 - 05 Government – State:** A unit of or individual associated with the state government.
 - 06 Government – Regional:** A unit of or individual associated with sub-state regional government.
 - 07 Government – County:** A unit of or individual associated with county government.
 - 08 Government – Municipal:** A unit of or individual associated with municipal government.
 - 09 Government – Tribal:** The governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.
 - 99 None of the Above**
7. Grantee Data Universal Numbering System (DUNS) number – DUNS number of "Grantee Name". In compliance with the Federal Funding Accountability and Compliance Act. Enter "IND" if grantee is an individual.
8. Grantee Institution - Choose the one item which best describes the grantee
 - 01 Individual – Artist:** One who creates, performs, or interprets works of art.
 - 02 Individual - Non-artist:** Include technical consultants.
 - 03 Performing Group:** Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
 - 04 Performing Group - College/University:** A group of college or university students who perform works of art.
 - 05 Performing Group – Community:** A group of persons who perform works of art avocationally and who may be but are not necessarily directed by professionals.
 - 06 Performing Group – Youth:** A group which may but does not necessarily include children who perform works of art for young audiences.
 - 07 Performance Facility:** A building or space used for presenting concerts, drama presentations, etc.

- 08 Museum – Art:** An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.
- 09 Museum – Other:** An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule (e.g., non-arts organizations such as historical, agricultural, scientific, industrial, and anthropological museums; zoos; aquariums; and arboretums).
- 10 Gallery/Exhibition Space:** An organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.
- 11 Cinema:** A motion picture theatre or organization which regularly shows films.
- 12 Independent Press:** A non-commercial publisher or printing press which issues small editions of literary and other works.
- 13 Literary Magazine:** A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
- 14 Fair/Festival:** A seasonal program of arts events.
- 15 Arts Center:** A multi-purpose facility for arts programming of various types.
- 16 Arts Council/Agency:** An organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding within a specific geographic area (e.g., county, state, local).
- 17 Arts Service Organization:** An organization that has as its central function the provision of services that assist or promote the arts and/or arts organizations (e.g. statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
- 18 Union/Professional Association:** Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
- 19 School District:** A geographic unit within a state comprised of member schools within that area as defined by the state government.
- 20 School-Parent-Teacher Association:** An organization composed of school parents who work with local school teachers and administrators.
- 21 School-Elementary:** Also called a grammar school.
- 22 School-Middle:** Also called a junior high school.
- 23 School-Secondary:** Also called a senior high school.
- 24 School-Vocational/Technical:** Trade school (e.g., school for secretarial, business, computer training).
- 25 Other School:** Non-arts schools not included in codes 19-24, 26 or 48.
- 26 College/University:** Include state supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.
- 27 Library**
- 28 Historical Society/Commission:** A historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.

- 29 Humanities Council/Agency:** An organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area (e.g., county, state, local).
- 30 Foundation:** An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).
- 31 Corporation/Business:** A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
- 32 Community Service Organization:** A non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs Elks Clubs, the Salvation Army, Junior League, etc. (See also code 50 – Social Service Organizations.)
- 33 Correctional Institution:** A prison, penitentiary, reformatory, etc.
- 34 Health Care Facility:** Hospital, nursing home, clinic, etc.
- 35 Religious Organization:** Church, synagogue, etc.
- 36 Seniors' Center:** A facility or organization offering programs, care of services for people age 65 and over.
- 37 Parks and Recreation:** Usually a municipal agency which provides a wide variety of experiences for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays, and participatory activities (e.g., ceramics, macramé, and other crafts).
- 38 Government – Executive:** The administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.
- 39 Government – Judicial:** Judges and courts of law.
- 40 Government – Legislative (House):** The representative body of government (commonly the House of Representatives) creating statutes/laws (include representatives and related others, such as legislative research personnel).
- 41 Government – Legislative (Senate):** The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and related others, such as legislative research personnel).
- 42 Media – Periodical:** A periodical publication (include magazines, journals, newsletters, etc.; do not include daily or weekly newspapers).
- 43 Media – Daily Newspaper.**
- 44 Media – Weekly Newspaper.**
- 45 Media – Radio.**
- 46 Media – Television.**
- 47 Cultural Series Organization:** An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, film series).
- 48 School of the Arts:** Any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for the artistically gifted, etc.
- 49 Arts Camp/Institute:** An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).
- 50 Social Service Organization:** Governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc. See also code 32 – Community Service Organizations).
- 51 Child Care Provider:** An organization providing child care.
- 99 None of the Above.**

9. Grantee Discipline – Choose the one item which best describes the grantee's primary area of work in the arts.
- 01 **Dance** – include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime; see "Theatre" 04 for mime.
 - 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 & storytelling as performance.
 - 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 **Folk life/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 **Multidisciplinary:** Pertaining 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

Award Overview

10. NEA Primary Strategic Outcome: choose one item that best describes the PRIMARY strategic outcome associated with the award:
- A: Creation: The Portfolio of American Arts is Expanded
 - B: Engagement: Americans Throughout the Nation Experience Art
 - C: Learning: Americans of All Ages Acquire Knowledge or Skills in the Arts
 - D: Livability: American Communities are Strengthened Through the Arts
 - E: Understanding: Public knowledge and understanding about the contributions of the arts are enhanced.
11. Discipline of Project
- Of the 15 items listed under #9, Grantee Discipline, choose the one item that best describes the discipline with which funded activities are involved. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award.
12. Type of Activity - Choose the one item which best describes the funded 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:** Note: "design" is 04 "creation of a work of art."
- 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; see 04 and 09.
- 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 activities 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 (do not include broadcasting)
- 25 **Apprenticeship**
- 26 **Regranting**
- 27 **Translation**
- 28 **Writing About Art:** Include criticism
- 29 **Professional Development/Training:** activities enhancing career advancement
- 30 **Student Assessment:** The 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 Web Site/Internet Development: Include the creation or expansion of existing web sites (or sections of web sites) and mobile and tablet applications 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.
- 37 Public Art / Percent for the Art
- 99 None of the Above.

13. Arts Education

Did this project include 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 funded activities.

- 01 50% or more of the funded activities are arts education
- 02 Less than 50% of the funded activities are arts education
- 99 None of this project involves arts education

Population Benefited

Provide data for individuals who directly benefited during the period of support. If actual figures or reliable estimates cannot be Secured, Leave these fields blank or enter a "-1" to indicate that data are not available.

14. Adults and Youth Engaged in "In-Person" Arts Experiences

Enter the number of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. **Avoid inflated numbers, and do not double-count repeat attendees.**

14a. Adults engages

14b. Children/Youth engaged (0-18 years)

15. Artists Directly Involved

Number of artists directly involved in providing artistic services specifically identified with the award. 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 were directly involved in providing artistic services enter 0.

For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

16. Population Benefited by Race / Ethnicity (select all that apply)

- N** American Indian / Alaska Native
- A** Asian
- B** Black / African American
- H** Hispanic / Latino
- P** Native Hawaiian / Other Pacific Islander
- W** White
- G** No single racial/ethnic group made up more than 25% of the population directly benefited

17. Population Benefited by Age (select all that apply)

- 01 Children / Youth (0-18 years)
- 02 Young Adults (19-24 years)
- 03 Adults (25-64 years)
- 04 Older Adults (65+ years)
- 09 No single age group made up more than 25% of the population directly benefited

18. Population Benefited by Distinct Groups (select all that apply)

- D Individuals with Disabilities
- I Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- P Individuals below the Poverty Line
- E Individuals with Limited English Proficiency

- M Military Veterans / Active Duty Personnel
- Y Youth at Risk
- G No single distinct group made up more than 25% of the population directly benefited

Financial Information

19. Grant Amount Requested

Amount requested by "Grantee Name" in support of this grant.

20. Grant Award

Dollar amount of grant awarded.

21. Grant Amount Spent

Actual grant amount spent by "Grantee Name."

22. Actual Total Cash Expenses

Actual total of all cash payments made by "Grantee Name" specifically identified with the grant.

23. Actual Total Cash Income

Actual total of all cash income specifically identified with the grant including "Grant Amount Spent."

24. Actual Total In-Kind Contributions

The actual total value of expenses specifically identified with the grant that is provided to "Grantee" by volunteers or outside parties at no cash cost to "Grantee."

PROJECT ACTIVITY LOCATION DEFINITIONS

1. Venue Address

Street address or Rural Route Number of venue. Provide mailing address only if street address is not currently being collected. Venues based at an individual's personal address skip to Question #3.

2. Venue City

City where the venue is located.

3. Venue State

State where the venue is located

4. Venue Zip

Zip Code for address of the venue. Leave this field blank if the venue is outside the United States.

5. Venue Latitude (Venue address can be provided in lieu of Latitude and Longitude)

Geographic coordinate for the latitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD).

6. Venue Longitude (Venue address can be provided in lieu of Latitude and Longitude)

Geographic coordinate for the longitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD).

7. Number of days on which activities occurred

Estimated number of days during the funded grant period on which activities occurred at this venue. For projects that involve a permanent installation, enter 999.