



NEA Big Read Final Report

NEA Big Read grantees are required to complete a final report on their activities. **This report is due 45 days after the conclusion of your Big Read events.** The final payment will not be released until this report is received and reviewed.

Online Community

- Enter attendance numbers for all of your events in the Case Engagements section of your Case.

Note: You do not need to enter attendance numbers for events like exhibitions or online activities.

Final report form

A customized link to the final report form is available at all times on your Case in the Online Community.

In the form, you'll provide:

- Summary data
- Narratives:
 - Overview (summarizing your Big Read experience)
 - Impact
 - Partnerships and promotion
 - Audiences
 - Community response
 - Feedback
- Final budget
- Crediting examples (3)
- Media examples (3)
- Images and/or videos (optional)
 - Image permission form (if applicable)

Notes:

- After clicking the "Submit" button, you'll be taken to a page where you can review your answers before submitting. You can also save or print a copy of your response from this page. Your application will not be submitted until you click the "Confirm" button.
- You may save your progress and return to the form later.

Contact Arts Midwest staff with any questions: neabigread@artsmidwest.org; 612.238.8010



Summary data

Total number of books purchased *

Printed copies of both your Big Read title and any companion titles.

Total number of circulations for your Big Read title

How many times was the book checked out from your partner libraries?

Total number of volunteers involved *

Select the types of activities featured during your Big Read (select all that apply) *

- NEA Big Read author appearance/lecture
- Biographer appearance/lecture
- Family/community event (parade, outdoor festival, etc.)
- Film screening
- Lecture or speech by someone other than biographer or author
- Musical performance
- Panel discussion
- Press/media event
- Public official appearance
- Theatrical event
- Visual exhibits or exhibitions

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Narratives

Overview

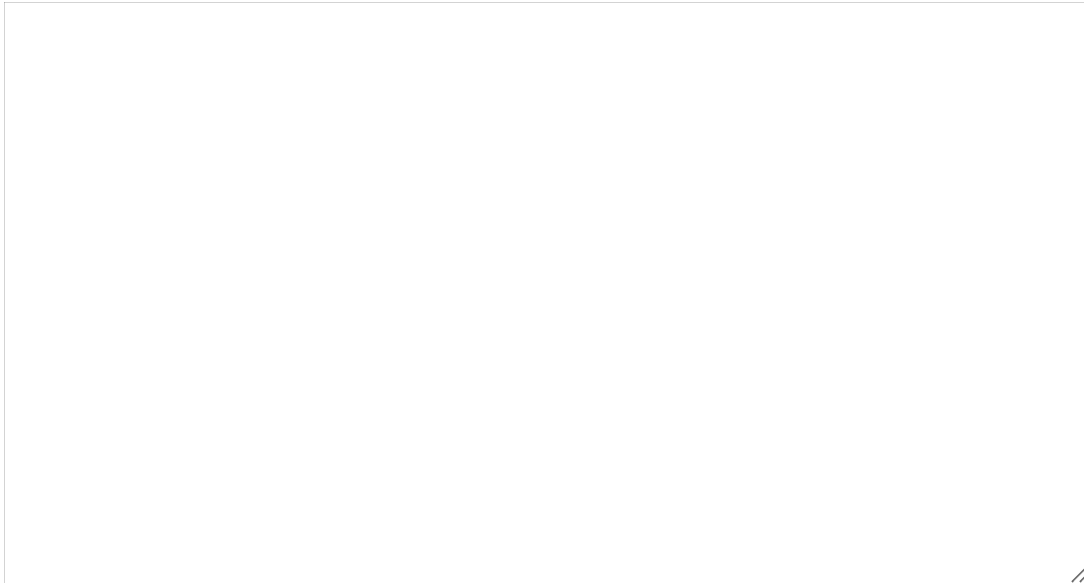
Provide a summary of your major programming activities, including a comparison of the plans outlined in your application to your actual programming. Which activities or events were successful and/or demonstrated widespread community participation? Indicate any challenges you faced while implementing NEA Big Read in your community. *

Impact

Describe the impact of NEA Big Read in your community. What effect did the program have on the public's perception of your institution and on your plans for future projects? What kind of long-term impact do you feel the NEA Big Read will have in your community (e.g. spin-off programs, increased use of services, fostered partnerships, etc.?) Comment on what you achieved that would not have been possible without support from NEA Big Read. *

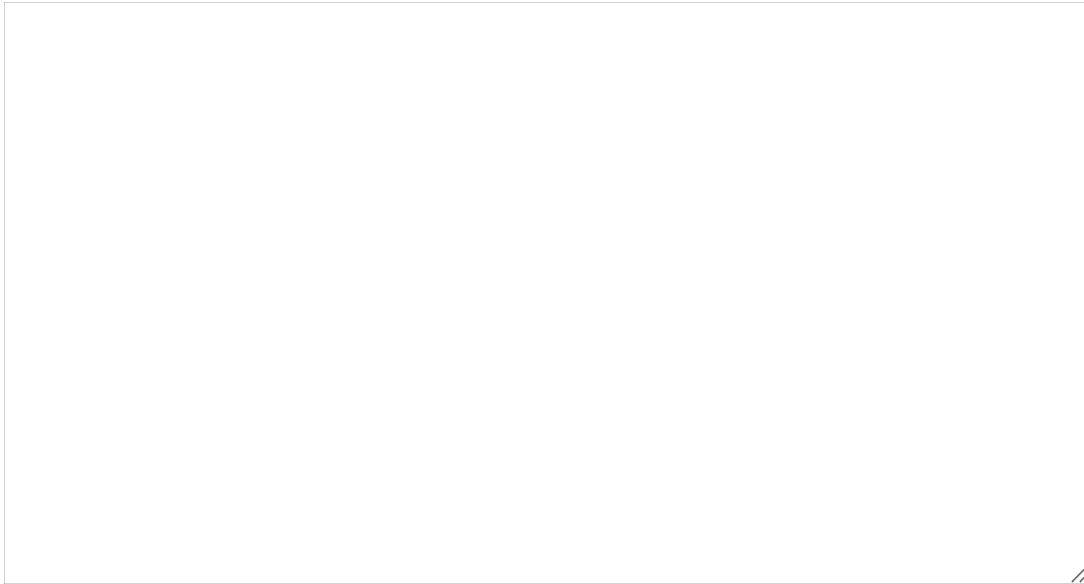
**Partnerships and promotion**

Describe the partnerships you established and provide information on any particularly successful partnership(s). What kinds of new collaborative partnerships were formed (or strengthened) between your institution and other organizations as a result of this project? Please give examples of effective marketing efforts/partnerships to promote your program, including any social media examples (if applicable). *

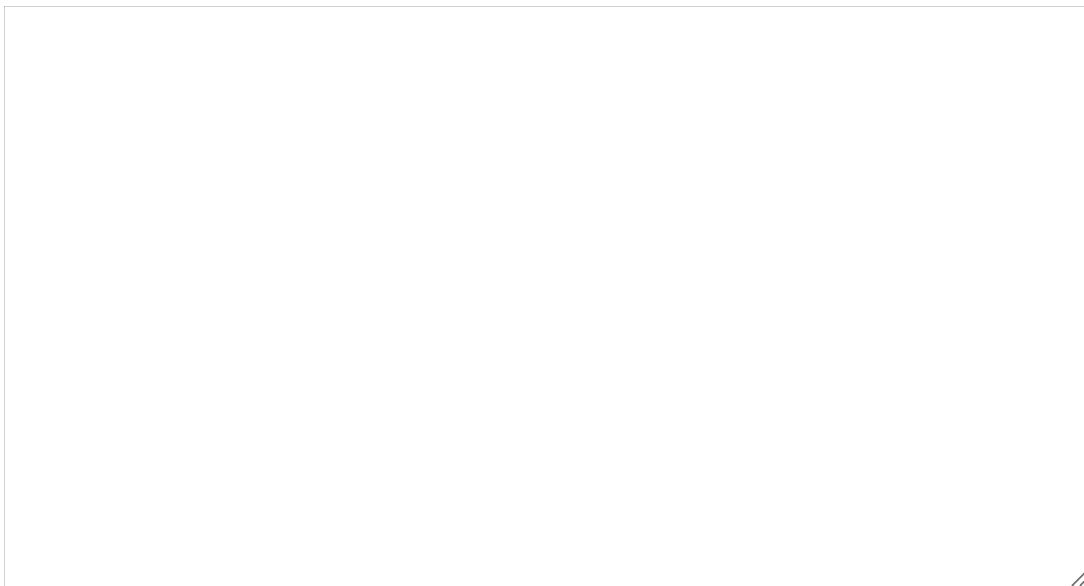


Audiences

Describe the audiences of this project. To the best of your ability, please comment on the gender, age and ethnicities served quantitatively and qualitatively as well as the geographic reach of your programs. What kinds of new or previously underserved audiences did the project reach? *

**Community Response**

How did the public respond to the program and your chosen book? What did they like or not like? Please share any anecdotes, feedback from websites, or participant remarks you've received. *



Feedback

Please comment on the effectiveness of the online orientation activities (webinars, conference calls) and resources (Online community) as tools to help you plan and implement your Big Read. Did you find the information insightful and useful? Please list any topics or activities you would like to see included in future sessions. What improvements or changes to the granting process, communications, or overall concepts can you suggest? Please comment on Arts Midwest's management of this program. *



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Uploads

Budget

Report on all the revenues and expenses associated with your Big Read programming.

- [Download the final report budget form](#) then upload your completed form below.
- Refer to the [program budget instructions for assistance](#).

Upload: Final budget *

No file chosen

Crediting examples/media examples/photos

Proper crediting of Arts Midwest and its funders is an essential part of your grant. Your crediting examples should demonstrate compliance with the requires as set forth in the Standards Manual. You must submit **a minimum of three examples of crediting**. Examples may include the following:

- Printed programs
- Season brochures (preferably on page/section about the engagement)
- Postcards
- Posters
- Printed press releases
- Printed announcements and invitations
- Digital/online/emailed announcements and invitations
- Any other print materials
- Website event calendars
- E-marketing materials and newsletters

You must also submit **a minimum of three examples of media materials**. Examples may include the following:

- Television recordings of interviews/stories
- Radio broadcast audio files
- News articles published online
- Printed press releases
- Printed newspaper and magazine articles

Sharing images from your Big Read is highly recommended, but not required.

- Include up to 10 high-quality JPG images depicting your Big Read programming.
- Please complete an [image permission form](#).

Upload all your crediting, media, and image files

here: 

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Final Steps

Time to Review

- Click "Submit" below.
- You will be taken to a summary page of all your answers.
- Please review your responses and print a copy for your files.
- When finished your review, hit "Confirm" to send your final report to Arts Midwest.

Important: If you haven't done so already, do not forget to enter your partners and engagements with attendance figures in the Grantee Dashboard. Log in to <https://artsmidwest.force.com/neabigread>, click on My Cases and click on the Case Number for your award. Scroll down and enter events as Case Engagements and partners as Case Partners.

Call or email Arts Midwest if you need assistance (612-238-8010; neabigread@artsmidwest.org)

I acknowledge that I have read and understood the information above in the Time to Review section. *

I acknowledge

On behalf of my organization, I certify that all the information submitted in the final report is true to the best of my knowledge. Furthermore, our organization complied with the terms and conditions as set forth by the Grant Agreement, including all federal regulations as described in the Assurance of Compliance. By clicking "Submit," you give Arts Midwest permission to use excerpts from your final report narratives on the Arts Midwest Big Read website, the National Endowment for the Arts website, in Arts Midwest newsletters, in social media posts, etc. *

I certify

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Submit