

# Spreadsheet Submission Instructions

## Overview

All project activity locations, including your primary project location, must be entered on a spreadsheet. Please download the spreadsheet template ("GEO Spreadsheet for FY18 Awards") on the GEO web page. Instructions are provided below. You may use either Excel or Open Office to create your spreadsheet. If problems with the spreadsheet are detected by NEA staff (e.g., an improperly formatted spreadsheet or invalid zip codes), you will have the opportunity to correct the problems and re-submit.

If your award was for *sub-granting* activity, be sure to note the special instructions at the end of this document.

## Creating and Submitting Your Spreadsheet

1. To begin, download the Excel spreadsheet template ("GEO Spreadsheet for FY18 Awards") on the GEO web page by clicking the appropriate link. You may also choose to re-format an existing spreadsheet instead of using the template. The first row of your re-formatted spreadsheet must match our template exactly, and there must be no additional columns.
2. Enter your data in the spreadsheet, one record per row. **Note:** All fields are required and must be filled in. The fields are described below:

**ActivityMonth:** The month in which the activity took place or began. Select a month from the drop-down list. If using your own spreadsheet, use the three-letter abbreviation for the month (e.g., Jan, Feb, etc.).

**ActivityYear:** The year in which the event took place or began. Select a year from the drop-down list. If using your own spreadsheet, enter the year using four digits (e.g., 2018).

**ActivityTypeCode:** The two-digit activity type code. Select a code from the drop-down list. If using your own spreadsheet, enter the two-digit activity type code. You can download the list of activity type codes by clicking the "Code List" link on this site.

**VenueTypeCode:** The two-digit venue type code. Select a code from the drop-down list. If using your own spreadsheet, enter the two-digit venue type code. You can download the list of venue type codes by clicking the "Code List" link on this site.

**Note:** Some spreadsheet programs will drop leading zeros from numbers (e.g., "01" becomes "1"). This will not cause any problems with the data upload for the activity type and venue type codes, but you can format the columns as "Text" to prevent this.

**VenueName:** The name of the venue where the activity took place.

**VenueStreet1:** Enter the physical location of the venue. Spell out the street name completely. Street types and directionals may be abbreviated (e.g., Pennsylvania Ave NW, W Maple St). Do not use PO Box or Rural Route numbers.

**VenueStreet2:** Enter suite numbers, floors, and any additional information (such as the name of a university/college or auditorium/hall).

**VenueCity:** The city where the venue is located.

**VenueState:** The two-letter state code of the state where the venue is located. The state code should be presented in ALL CAPS (e.g., AL).

**VenueZIP5, VenueZIP+4:** The five-digit **or** nine-digit ZIP code for the location of the venue.

**Important note:** Five-digit ZIP codes are entered in the VenueZIP5 column; For nine-digit ZIP codes, enter the additional four digits in the VenueZip+4 column. As mentioned above, some spreadsheet programs will drop leading zeros from numbers (e.g., "01001" becomes "1001", which is no longer a valid ZIP code). The system will not accept ZIP code values where this has occurred. **Therefore, you should format the relevant cells as "Text" in your spreadsheet.**

3. Double-check the data in your spreadsheet. You will not be able to modify or delete any record that has been accepted by the system.
4. When you have finished creating your spreadsheet, save the spreadsheet as an Excel file.
5. Upload the spreadsheet by clicking the "Upload" button in the "Download Spreadsheet" section of the GEO webpage.

## Special Instructions for Reporting Sub-Granting Activity

If (and only if) your award authorized sub-granting, use the instructions above, but with the following modifications:

For ActivityMonth and ActivityYear: Enter the month and year the sub-grant was awarded.

For VenueStreet1, VenueStreet2, VenueCity, VenueState, and VenueZIP: Enter the sub-grant recipient's street 1, street 2, city, state and ZIP.

Leave the ActivityTypeCode, VenueTypeCode, and VenueName columns blank. However, **do not delete these columns or their header names.**

Add a column (to the right of the VenueZip column) for use in reporting the sub-grant amounts. You can label this column SubgrantAmount or leave its header blank. In this column, enter each sub-grant amount as a number; you do not need to format it as a dollar figure or include commas. (Example: 5000). You must enter a non-zero sub-grant amount value in each row you submit.