

Geographic Location of Project Activity (GEO)

For FY18 – FY20 Awards

Frequently Asked Questions

Rev. 12/16/20

The National Endowment for the Arts collects information regarding the location of project activity to understand the geographic scope and distribution of our grant and cooperative agreement activities. This information is used in our reports to Congress, the federal Office of Management and Budget, and the public.

Completing your GEO requirement is a two-step process. First, you will complete and upload a spreadsheet of project activity locations at <https://www.arts.gov/form/geographic-location-project-activity>. Second, you will update your REACH record by completing the GEO Submission Confirmation at the award's Forms & Reports tab in REACH.

COMPLETING YOUR REPORT

Can I change the format of the spreadsheet?

Use only the Excel spreadsheet provided, and please do not change its preset formatting. Only select from the drop-down options provided and do not overwrite the options or adjust the column settings. Do not change the header/first row in any manner or add a new first row. Do not add information beyond what is requested in the spreadsheet.

What data do I need to begin?

You will need to know when and where activities took place and what the activities were. To be specific: the month, year, and type of the activity, the type and name of the venue (Valley High Auditorium, the Great Theater, City Park, etc.), and its street address, including the five-digit ZIP code.

What activities do I need to report?

Report activities detailed in your Final Descriptive Report 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, symposiums, conferences, exhibitions, film screenings, school or community residencies, artwork conservation, urban planning/design, and publishing.

Should I include activities that took place before or after my grant period?

No. Even if activities related to your project took place before or after your grant period, only those activities that occurred during the grant period (and were supported by funds reported on your Federal Financial Report) are eligible to be part of your grant project. Consult the How to Manage Your NEA Award Handbook if you need information about scope and time amendments.

I only have one activity to report. Do I need to submit it via a spreadsheet?

Yes. Download the GEO Spreadsheet and enter your activity. The spreadsheet has drop-down menus for month, year, activity type, and venue type to help make data entry easier; these menus can be accessed by clicking on a cell, then clicking on the arrow immediately beside the highlighted cell.

All activity took place virtually. What do I put for the address?

Enter your organization's primary address. We do not expect you to enter the home addresses of employees or artists, but your GEO spreadsheet must include at least one address.

Is there a maximum number of entries that can be included on a spreadsheet?

Practically speaking, no. A spreadsheet can include as many as 5,000 entries.

Do I need to report multiple activities at the same location?

No. We only need to collect each address once. If activities took place over multiple months, select the first month. If several types of activities took place at the same location, select the most substantial activity and use the corresponding month. We understand that this may not accurately reflect the full scope or duration of your activity; however, this report is for identifying unique locations only.

Activities took place over an extended time period, do I need to report each month?

No. If an activity took place over multiple months, select only the first month. Each location only needs to have one entry in your GEO report. Please do not adjust the column settings to enter multiple months such as "June-August."

We worked with a school/business/organization, but all activity took place at our venue. Do I need to report their location?

No, do not include locations from which audiences might be drawn.

We sent artists or teaching artists to a school/business/organization to engage in project activity. Do I need to report that/those locations?

Yes, include all locations where significant project activity took place.

Our tour went to 250 locations. Do I need to report them all?

The short answer is yes, we want GEO data on all of your project locations. But if you cannot find valid street addresses for each location, please report as many as possible. Final Reports staff will review your GEO alongside your Final Descriptive Report and Federal Financial Report to determine if the GEO is sufficient. We recommend that you make note of the required spreadsheet elements so you can plan in advance for reporting on any future grants.

Our project was a _____. What do I need to submit?

a. Website

If all of your events are web-based, please enter the physical location(s) where the site is created and/or managed.

b. Publication

Please enter the physical location(s) where the publication was created. Be sure to include locations of author readings or related events. Distribution locations are not required.

c. Broadcast

Please enter the physical location(s) where the broadcast was recorded and/or produced. If your project included the distribution of that recording, please enter each broadcast station’s physical address. We do not accept submission of a carriage list.

d. Festival

If festival events took place at multiple venues, report all addresses.

Where can I find Activity Type and Venue Type codes?

The codes are listed on Activity Type Codes and Venue Type Codes tabs of the GEO Spreadsheet. You can also download a list of Activity Type and Venue Type codes by clicking the “Code List” link on the GEO web form.

None of your venue and/or activity codes accurately reflect the information we want to provide. Can I select multiple codes?

No. Please select the code that most accurately reflects your activity/venue. ‘Other’ is an option in both categories should you be unable to find an appropriate code.

SUBMITTING AND FINALIZING YOUR REPORT

Can I edit the information I’ve submitted?

Please proofread your GEO spreadsheet closely before submission. But if you discover an error in previously submitted information, you can complete the web form again and submit a revised spreadsheet (until the GEO report status changes to Approved in REACH).

I’ve submitted my Geographic Location of Project Activity report, but the status is Not Submitted in REACH. Did you receive it?

After submitting your GEO report, you must complete the GEO Submission Confirmation in REACH to update the report’s status. To do this, go to the Forms & Reports tab for the award in REACH. Click on the black pen next to the Geographic Location of Project Activity report, and then follow the instructions provided.

I’m having difficulties. Who do I contact for help?

If you have questions, including technical ones, contact the Office of Grants Management’s Final Reports Team at finalreports@arts.gov or (202) 682-5403.