

GEO Spreadsheet Submission Instructions for FY18-20 awards (award numbers ending in -18, -19, or -20)

Completing and Submitting Your Spreadsheet

1. Download the Excel spreadsheet template ("GEO Spreadsheet") from the GEO web form at <https://www.arts.gov/form/geographic-location-project-activity>.

You must use this template; do not change its preset formatting or add information beyond what is requested. You may use either Excel or Open Office to complete the spreadsheet.

2. Enter your data in the spreadsheet, one record per row. All locations of significant project activity must be entered. Review the GEO FAQs if you have questions.

Do not overwrite headers or drop-down options, or adjust the column settings.

The GEO Spreadsheet fields are described below:

GrantNumber or CooperativeAgreementNumber: Your award number, as noted in REACH and on your award documents. Put the same number in each completed row.

GranteeOrganizationName: Your organization name. Put the same organization name in each completed row.

ActivityMonth: The month in which the activity took place or began. Select one month from the drop-down list.

ActivityYear: The year in which the event took place or began. Select one year from the drop-down list.

ActivityTypeCode: The two-digit Activity Type Code that best describes your activity. Select a code from the drop-down list. You can view the Activity Type Codes by clicking on the "Activity Type Codes" tab of the GEO Spreadsheet .

VenueTypeCode: The two-digit Venue Type Code that best describes your venue. Select a code from the drop-down list. You can view the Venue Type Codes by clicking on the "Venue Type Codes" tab of the GEO Spreadsheet.

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 abbreviation of the state where the venue is located. Select a state from the drop-down list.

VenueZIP5: The five-digit ZIP code for the location of the venue.

3. Double-check the data in your spreadsheet; you will not be able to modify or delete a submitted spreadsheet. You will be asked to resubmit if errors are found during the Arts Endowment review of your final report.
4. When you have finished completing your GEO Spreadsheet, save the spreadsheet as an Excel file.
5. Back at the GEO web form, click "Choose File" and locate the file for your GEO Spreadsheet. Then upload the spreadsheet by clicking the "Upload" button.
6. Click "Submit" to transmit your GEO Spreadsheet to the Arts Endowment.

Don't forget to update your REACH record by completing the GEO Submission Confirmation at the award's Forms & Reports tab in REACH.

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.