National Endowment for the Arts

Geographic Location of Project Activity (GEO)
For Awards Made Prior to September 30, 2017
FREQUENTLY ASKED QUESTIONS

The National Endowment for the Arts (NEA) collects information regarding the location of project activity to understand the geographic scope and distribution of NEA-approved 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 REPORT

What data do I need to have before I start?
You will need to know when and where activities took place and what the activity was. To be specific: the month, year, and type of the activity, the name of the venue (Valley High Auditorium, the Great Theater, City Park, etc.) and its street address.

What activities do I need to report?
Report activities detailed in your Final Descriptive Report that took place at locations other than your organization's primary address. (You do not need to re-enter your organization's primary address if there were multiple activities there.) 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 report locations of activities that took place within the period of support. Only those activities that occurred during the grant period and were supported by NEA or matching funds (as reported on your Federal Financial Report) are eligible to be part of your grant project. Consult the Manage Your Award page if you need information about scope and time amendments.

I have more than one activity to report. Do I need to submit it via a spreadsheet?
No. You can submit your activities by selecting "Submit Locations Using the Online Form," which will allow you to enter your activities one-by-one (for up to 200 locations). However, we recommend choosing "Submit Locations Using Spreadsheet Format" if you have a large number of activities to report. Spreadsheets can include as many as 500 entries, and multiple spreadsheets can be submitted.

Do I need to report multiple activities at the same location?
No. We only need to collect each address one time. 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.

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 no longer accept submission of a carriage list.

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

I'm using the spreadsheet to submit my locations. Where can I find Activity Type and Venue Type codes?
Those codes can be found on the same Web page as the spreadsheet instructions:
http://apps.nea.gov/GEO/SpreadsheetUpload.aspx.

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. Please note that 'Other' is an option in both categories, should you be unable to find an appropriate code. Also, remember to just do the best that you can.

Do I need the five-digit or nine-digit ZIP code, and how do I find it?
This report will accept five- or nine-digit ZIP codes. Lookup ZIP codes at the United States Postal Service's website at https://tools.usps.com/go/ZipLookupAction!input.action.

For nine-digit ZIP codes, the dash separating the first five digits from the last four is not required, but its inclusion is recommended. 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, be sure to format the relevant cells as "Text" in your spreadsheet.**

☑ SUBMITTING AND FINALIZING YOUR REPORT

Why will my spreadsheet not upload?
The spreadsheet is an Excel document, but you need to save it as a "Text (Tab delimited)" file type when you are done, in order to upload it. Your data will look very messy if you open the file, but our database can handle it.

Only some rows of my spreadsheet are being accepted, the others are being rejected. What do I need to do?
<u>Do not</u> use P.O. Box or Rural Route numbers. <u>Do</u> use the two-letter state code, not the full state names (use VA, not Virginia). Make sure that your spreadsheet shows a valid physical address for each activity and resubmit.

I've submitted all of my information, but had several records that were identical to each other. The system only accepted one of them. Now it looks as though we've conducted fewer activities than we did. Is this correct?
Yes. If all of the fields in 2 or more records are exactly the same (month, year, activity/venue type, ZIP code, etc.), the system will only accept the first of those records, even if you have multiple activities. This is because we are focusing on the unique geographic location of the activities.

Can I edit the information I've submitted?
You cannot edit information already submitted, so it is imperative that you proofread each entry before clicking "Submit." If you discover an error in previously submitted information, please contact the Final Reports staff in the Grants & Contracts Office at (202) 682-5403, and we can access your report to make the correction. You can continue to add addresses at any point until you have clicked on "Finalize Report."

I'm having difficulties. Who do I contact for help?
If you have questions, including technical ones, contact the Grants & Contracts Office at (202) 682-5403.