



## USING TEST DATABASE

### Geographic Location of Project Activity

Award Number: 09-3100-7125  
 Awardee: American Music Center, Inc.  
 Address: 322 8th Avenue  
 Suite 1401  
 New York, NY 10001-6774  
 Award Amount: \$25,000  
 Project: To support online services for new American music.  
 Award Period: 01/01/2009 to 06/30/2009

### Contact Information

Please enter your contact information below. (Prefix and Web Site field are optional.)

Prefix:

First Name:

Last Name:

Phone:  -  -  ext.:

Email:

Web Site:

### Reporting Option

Please select one of the following reporting options.

Activity at organization only

Select this option if activity took place only at the location listed at the top of the screen.

Activity at additional locations

Select this option if, in addition to any activities at the location listed above, significant project activity also took place at other locations in the U.S. or its special jurisdictions (American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the Virgin Islands).

### Foreign Activity

Did project activities take place outside the U.S. or its special jurisdictions? If so, please enter the country/countries in the box below. When entering more than one country, separate the country names with a semicolon (example: England; Spain).

OMB # 3135-0112  
 Expires 11/30/2010  
 Revised 11/2009



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### Geographic Location of Project Activity

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Awardee:	American Music Center, Inc.
Address:	322 8th Avenue Suite 1401 New York, NY 10001-6774
Award Amount:	\$25,000
Project:	To support online services for new American music.
Award Period:	01/01/2009 to 06/30/2009
Reporting option:	Activity at additional locations

To navigate through this site, use the links below. Do not use your browser's "back" and "forward" buttons.

[General Instructions/FAQ](#)

[Submit Locations Using Online Form](#)

[Submit Locations Using Spreadsheet Format](#) (Familiarity with spreadsheet software is required to use this option.)

[View Previously Submitted Locations](#)

[Finalize Report](#)

### General Instructions:

Locations may be reported in two ways: 1) each may be reported separately (select "Submit Single Locations Using Online Form" above) or 2) a group of locations may be uploaded via spreadsheet (select "Submit Locations in Spreadsheet Format" above).

Report only locations where significant project activity took place during the grant period. Include areas reached by touring, broadcasts, and product distribution. Do not include places from which audiences may be drawn. If your project involves sub-granting, *which will be indicated above*, report the location of the sub-grant recipients and the sub-grant amounts.

If you do not see a Venue Type or Activity Type that exactly represents your activity, pick one that best describes the activity. For more information about the data fields "Venue Type" and "Venue Name," click [here](#).

If you do not know the 4-digit ZIP code suffix of a location, please consult the [USPS ZIP Code Lookup](#). If no 4-digit suffix is available for your venue location, please locate a nearby site within the same congressional district and use that location's nine-digit ZIP code. (Online map sites may be of assistance.)

If the same activity (e.g., a workshop or performance) occurred multiple times during the same month at the same place, you only need to report it once.

You will have the opportunity to review the location information before submitting it. **You will not be able to change any information once you submit it.** Click "View Previously Submitted Locations" above to see what information (if any) has already been submitted for this award.

You do not have to complete your report in one session. When you are finished entering all locations for your grant, select "Finalize Report" above.

### Questions?

To view our list of Frequently Asked Questions, click [here](#).

For answers to technical questions that may arise while using this online form, please contact the Office of Research & Analysis at 202.682.5420 or [geoquestions@arts.gov](mailto:geoquestions@arts.gov).

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## **Instructions for "Venue Types" and "Venue Names"**

Certain project activities may not have obvious Venue Types, and should be treated in a particular manner, as follows:

- Internet. If the project activity being reported is primarily Web-based, choose "Web site" as the Venue Type. For the location information, provide the geographic location where the Web site material was produced, or where it is maintained, as relevant.
- CDs, DVDs, or similar media. If the project activity being reported involves the production of CDs, DVDs, or similar material, choose "CDs or DVDs" as the Venue Type. For the location information, provide the geographic location where the materials were produced, unless you can identify the specific distribution location(s).
- Printed Materials. If the project activity being reported involves the production of printed materials, choose "Printed Materials" as the Venue Type. For the location information, provide the geographic location where the materials were produced, unless you can specify the specific distribution location(s).

Similarly, certain Venue Types may not have obvious names, and should be treated in a particular manner, as follows:

- TV or Radio Station – if a carriage list is available, enter each radio station as a separate activity location; in this case, the Venue Name is the station call letters. Otherwise, the location will be the facility where the programming is produced.
- Web site – in most cases, the location will be the facility where the programming is produced; alternatively, it might be where the web site server is physically located.
- Printed Materials – if the distribution of these materials is tracked, the location will be the distribution end-point. Otherwise, the location will be where the materials were produced.
- CDs and DVDs – if the distribution of these materials is tracked, the location will be the distribution end-point. Otherwise, the location will be where the materials were produced.



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### Geographic Location of Project Activity

Award Number: 09-3100-7125  
 Awardee: American Music Center, Inc.  
 Address: 322 8th Avenue  
 Suite 1401  
 New York, NY 10001-6774  
 Award Amount: \$25,000  
 Project: To support online services for new American music.  
 Award Period: 01/01/2009 to 06/30/2009  
 Reporting option: Activity at additional locations

To navigate through this site, use the links below. Do not use your browser's "back" and "forward" buttons.

[General Instructions/FAQ](#)

[Submit Locations Using Online Form](#)

[Submit Locations Using Spreadsheet Format](#) (Familiarity with spreadsheet software is required to use this option.)

[View Previously Submitted Locations](#)

[Finalize Report](#)

### Add Single Location:

Please enter your location information below and click the submit button. All fields are required. For more information about a field (e.g., Venue), position your cursor above the field name.

Activity Month:   
 Activity Year:   
 Activity Type:   
 Venue Type:   
 Venue Name:   
 Venue City:   
 Venue State:   
 Venue ZIP:  -  [USPS ZIP Code Lookup](#)

**Note: Street address might be added to this form.**

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**USING TEST DATABASE**

Geographic Location of Project Activity

Award Number: 09-2800-7005  
 Awardee: Transport Group  
 Address: 520 8th Avenue  
 New York, NY 10018-6507  
 Award Amount: \$15,000  
 Project: To support the world premiere production of the musical titled "Being Audrey".  
 Award Period: 03/01/2009 to 04/30/2009  
 Reporting option: Activity at additional locations  
 Subgranting: This project involves sub-granting.

To navigate through this site, use the links below. Do not use your browser's "back" and "forward" buttons.

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- [Finalize Report](#)

**Add Single Location:**

Please enter your sub-grant information below and click the submit button. All fields are required. For more information about a field, position your cursor above the field name.

Month Awarded:

Year Awarded:

Recipient City:

Recipient State:

Recipient ZIP:  -  [USPS ZIP Code Lookup](#)

Subgrant Amount:

**Note: Street address might be added to this form.**

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## Activity Type Codes:

<b>Code</b>	<b>Description</b>
02	Audience Services
04	Artwork Creation
05	Concert / Performance / Reading
06	Exhibition
08	Fair / Festival
09	Documentation
12	Arts Instruction
14	Administrative Support
15	Artistic Support
16	Recording / Filming
17	Publication
18	Restoration / Conservation
19	Research / Planning
20	School Residency
21	Other Residency
22	Seminar / Conference
24	Distribution of Art
25	Apprenticeship
29	Professional Development / Training
31	Curriculum Development / Implementation
33	Building Public Awareness
34	Technical Assistance
35	Web Site / Internet Development
36	Broadcasting
99	Other

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## Venue Type Codes:

<b>Code</b>	<b>Description</b>
01	Nonprofit Arts Facility
02	Commercial Arts Facility
11	Elementary, Middle, or High School
12	Post-Secondary School (includes Community College and/or Vocational School)
19	Other School
21	Public Library
22	Military Base or Facility
23	Correctional Institution
24	Park or Similar Outdoor Facility
25	Mass Transit Facility or Vehicle
29	Other Federal, State, or Municipal Facility or Grounds
31	Healthcare Facility
32	Seniors' Center
39	Other Social Service Facility
41	TV or Radio Station
42	Web site
43	Printed Materials
44	CDs or DVDs
91	Place of Worship
92	Place of Business
93	Private Residence
99	Other