```
┌─────────────────────────────────────────────────────────────┐
│                     INSTRUCTIONS                             │
│                                                             │
│  GEOGRAPHIC LOCATION OF PROJECT ACTIVITY (GEO) REPORT       │
│                 FY21 and Later Awards                       │
│                                                    1.8.21   │
└─────────────────────────────────────────────────────────────┘
```

The GEO for FY21 and later awards (award number ends in -21 or later) must be submitted through the Venues tab in REACH. You have two options: directly enter your GEO information in the Venues tab spreadsheet (works best with fewer entries) or use our Excel spreadsheet template to organize your GEO information offline and then paste it into the Venues tab spreadsheet.

Excel spreadsheet template
If you choose to work from the spreadsheet template, you can find it here: https://www.arts.gov/sites/default/files/GEO-spreadsheet-for-Venues-tab-1.7.21.xlsx. The spreadsheet template is specifically formatted to match all of the data validations in the Venues tab spreadsheet. Do not attempt to modify the spreadsheet headers or dropdowns, or enter information in a format that is different from what is requested. When pasting into the Venues tab spreadsheet, do not include the header row. Doing otherwise will result in errors when you paste your data.

At the Venues tab
At the Venues tab in REACH, click on "Edit Venues." Enter your data in the spreadsheet, one record per row. (Or highlight the correct number of rows to paste data from the template.) All locations of significant project activity must be entered. Review the GEO FAQs if you have questions about the type of data you should be entering.

PLEASE NOTE: GEO entries will not save until you click Save. Do not close the window or hit the back button on your browser without saving data first.

The GEO spreadsheet fields are described below:

Site Name: The name of the venue where the activity took place.

Activity Type: Use the dropdown list to select the activity type that best matches what occurred at this location. If multiple types of activity took place, select the one that was most significant.

Venue Type: Use the dropdown list to select the venue type that best matches this location.

Is Primary: Select True from the dropdown list if this was the primary venue for your award activity. Select False if another venue was primary or if there was no primary venue. (It is not required that one venue is primary.)

Is Tentative: Since the GEO is completed after your project ends, select False from the dropdown list.

Street1: 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.

Street2: Enter suite numbers, floors, and any additional information (such as the name of a university/college or auditorium/hall).

City: The city where the venue is located.

State: The two-letter state abbreviation of the state where the venue is located. Select from the dropdown list.

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

Country: Select USA from the dropdown, or a different country if you are reporting on international activity.

From: The date on which project activity began at the location. If uncertain of the exact date, select the first day of the month. Use a MM/DD/YYYY format.

To: The last date of project activity at the location. If uncertain of the exact date, select the last day of the month. Use a MM/DD/YYYY format.

Saving and submitting your GEO
When you have finished entering or pasting your GEO data, click Save and then click Back to Award.

IMPORTANT: When done, you must also respond Yes to the GEO Submission Confirmation at the award's Forms & Reports tab in REACH. This is how your GEO status will be changed to "Submitted."

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 To and From: Enter the date the sub-grant was awarded.

For Street1, Street2, City, State, and ZIP: Enter the sub-grant recipient's street 1, street 2, city, state and ZIP.

Leave the Site Name, Activity Type, Venue Type columns blank. However, **do not delete these columns or their header names**.

Add a column (to the right of the To column) for use in reporting the subgrant 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.