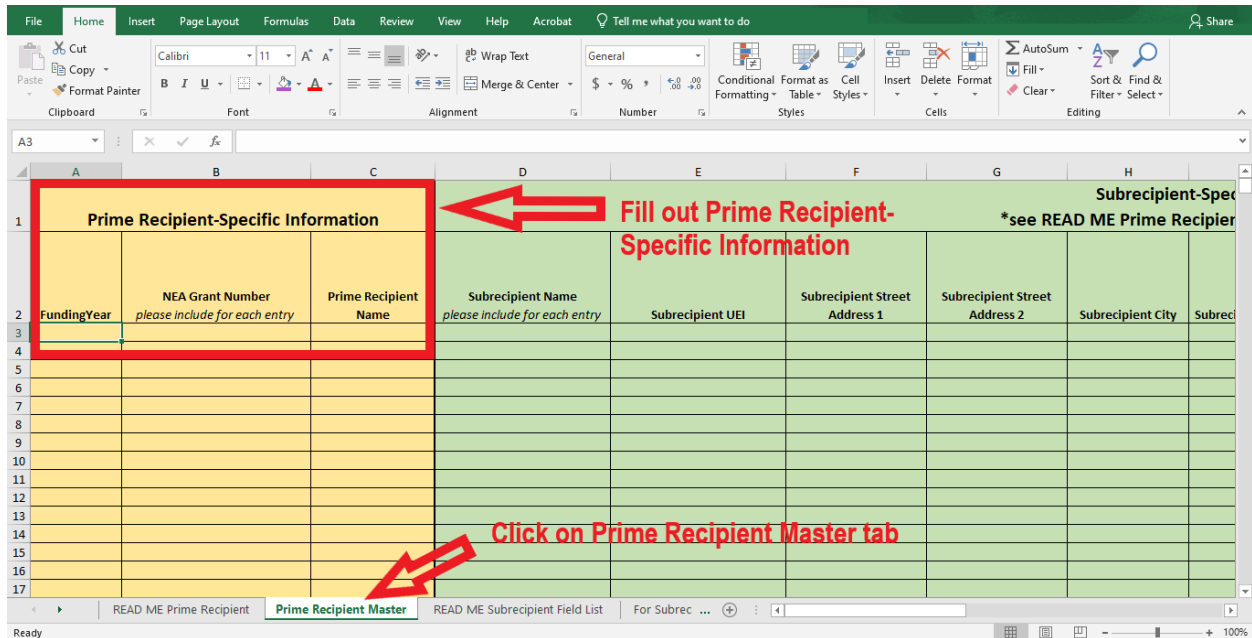


# GENERAL INSTRUCTIONS (Subgrants)

Using the spreadsheet template (hyperlinked when placed on website), prime recipients receiving subgranting funds should fill out the “Prime Recipient Master” tab of the spreadsheet.

Prime recipients will report the prime recipient-specific information in gold which includes:

1. the funding year,
2. the NEA Grant Number, and
3. Prime Recipient name.



The subrecipient-specific information in green and the project-specific information in blue are included both in the “Prime Recipient Master” tab and in the “For Subrecipient” tab.

If prime recipients would like subrecipients to fill out subrecipient-specific information and project-specific information independently, prime recipients should:

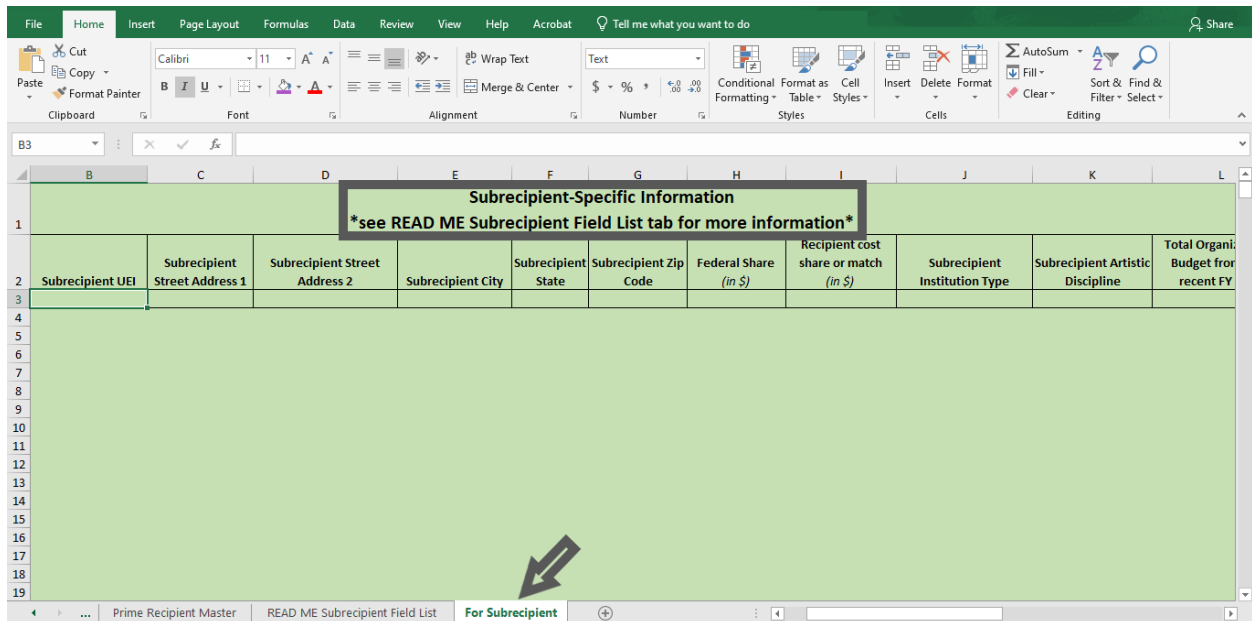
1. make a copy of the entire spreadsheet,
2. delete the “Prime Recipient Master” and “READ ME Prime Recipient” tabs, and
3. share this spreadsheet with each of their subrecipients.

Subrecipients may then fill out the information specific to their organization and the project that was supported by NEA funds in the “For Subrecipient tab” with guidance from the “READ ME Subrecipient Field List” tab.

The prime recipient is responsible for collecting and merging responses from subrecipients into the “Prime Recipient Master” tab. The prime recipient will ultimately submit one spreadsheet with all their subrecipients’ information in the “Prime Recipient Master” tab.

The “Prime Recipient Master” tab should include an entry for each subrecipient (i.e. there may be multiple entries with the same NEA Grant Number and Prime Recipient Name).

In the “For Subrecipient” tab, subrecipients will report the subrecipient-specific information (green section of spreadsheet) listed below.

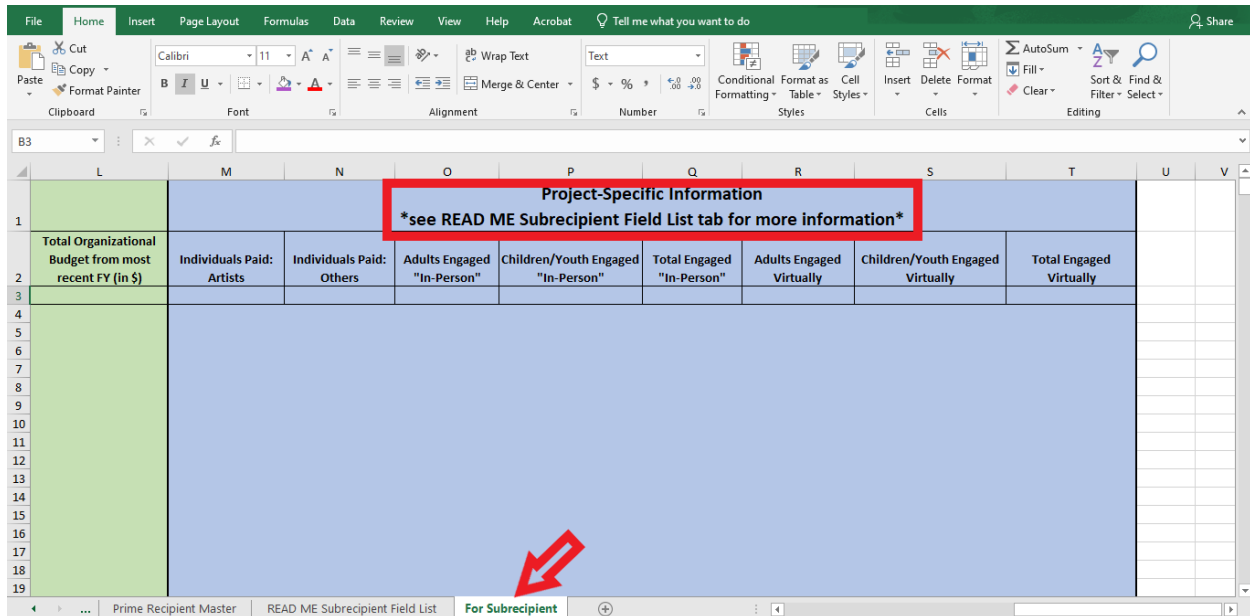


In each of the appropriate fields, subrecipients should report their:

1. street address (not a P.O. Box),
2. city,
3. state (dropdown menu,
4. zip code,
5. Federal Share in dollars,
6. recipient cost share or match in dollars,

7. subrecipient institution type (dropdown menu),
8. subrecipient artistic discipline (dropdown menu), and
9. organizational budget (total expenses) from the most recently completed fiscal year.

In the “For Subrecipient” tab, subrecipients will also report the project-specific information (blue section of the spreadsheet) listed below.



In each of the appropriate fields, subrecipients should report

1. the number of artists who were compensated in whole or in part with award funds.
2. the number of other individuals who were compensated in whole or in part with award funds
3. the number of adults engaged directly in in-person arts activities,
4. the number of children/youth engaged directly in in-person arts activities
5. the total number of people engaged directly in in-person arts activities
6. the number of adults who attended virtual arts experiences,
7. the number of children/youth who attended virtual arts experiences, and
8. total number of people who attended virtual arts experiences.

Once the subrecipient has completed the reporting in the “For Subrecipient” tab, the prime recipient may copy and paste that information into their “Prime Recipient Master” tab.

Do not modify the format of the spreadsheet.

## **PAPERWORK REDUCTION ACT STATEMENT**

The public reporting burden for this collection of information is estimated at an average of 4.5 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.