

## **GENERAL INSTRUCTIONS (ARP LAA Subgrants)**

Using the spreadsheet template provided below, LAAs should fill out the “LAA Master” tab of the spreadsheet. LAAs will report the LAA-specific information in orange which includes the pre-filled funding year, the NEA grant number, and LAA name. The subawardee-specific information in green and the project-specific information in blue are included both in the “LAA Master” tab and in the “For Subawardees” tab. LAAs should make a copy of the entire spreadsheet, delete the “LAA Master” and “READ ME LAA Field Descriptions” tabs and share this spreadsheet with each of their subawardees.

Subawardees will fill out the information specific to their organization and the project that was supported by ARP funds in the “For Subawardees tab” with guidance from the “READ ME Subawardee Field List” tab. The LAA is responsible for collecting and merging responses from subawardees into the “LAA master” tab. The LAA will ultimately submit one spreadsheet with all of their subawardees’ information in the “LAA Master” tab.

In the “LAA Master tab” please include an entry for each subawardee (i.e. there may be multiple entries with the same LAA Application Number and LAA Name).

Subawardees will report subawardee-specific information in the green section of the “For Subawardees” tab. In each of the appropriate fields, subawardees should report their street address (not a P.O. Box), city, state, and zip code in the fields provided. Also, in the “For Subawardees” tab, subawardees should indicate the subaward amount in dollars and should indicate the subawardee’s institution type and discipline from a list of options in dropdown menus. Please report the subawardee’s organizational budget (total expenses) from the most recently completed fiscal year.

In addition, subawardees will report information specific to the project that was supported by ARP funds in the blue section of the “For Subawardees” tab. Here, subawardees should report the number of individuals (both artists and others) who were compensated in whole or in part with award funds and the number of individuals (both artists and others) who were hired and received a W-2 as a result of the award. Individuals who were hired will be counted both as a person compensated and a person hired. Finally, subawardees will report the number of adults and children engaged directly in in-person arts activities and estimate the number of unique visitors who accessed programming through online or mobile components; do not include counts of website visitors for unrelated content.

Once the subawardee has completed the reporting in the “For subawardees” tab, the LAA may copy and paste that information into their “LAA Master” tab.

Before proceeding, please read the [instructions for completing the ARP LAA Subgrant spreadsheet](#) (pdf). 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.