

Fields List

This list of fields reflects the column names in the "Prime Recipient" (Name) and the description of what information should be provided. Items in green are specific to the prime recipient. Items in yellow are specific to the project that received funding.

Field Name	
Prime Recipient-Specific Information	FundingYear
	NEA Grant Number
	Prime Recipient Name
Subrecipient-Specific Information	Subrecipient Name
	Subrecipient UEI
	Subrecipient Street Address 1
	Subrecipient Street Address 2
	Subrecipient City
	Subrecipient State
	Subrecipient Zip code
	Federal Share
	Recipient cost share or match
	Subrecipient Institution Type
	Subrecipient Artistic Discipline
	Total Organizational Budget from most recent FY (in \$)

Project-Specific Information	Individuals Paid: Artists
	Individuals Paid: Others
	Individuals Paid: Total
	Adults Engaged "In-Person"
	Children/Youth Engaged "In-Person"
	Total Engaged "In-Person"
	Adults Engaged Virtually

	Children/Youth Engaged Virtually
	Total Engaged Virtually

the "Prime Recipient Master" tab. Below are the list of column names (Field Name) and the description of the data to be entered into those columns (Field Description). Items in orange are specific to the subrecipient institution/organization. Items in blue are funds from the NEA through the prime recipient.

Field Description

Federal FY of award
Prime recipient's NEA grant application/award number
Name of the prime recipient making the subaward. This is the non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.
Name of the subrecipient
Subrecipient's Unique Entity Identifier
First line of street address of subrecipient. If subrecipient has a SAM.gov registration, the first line of the SAM.gov physical address should be entered in this field. If subrecipient is an individual, please leave this field blank. Please do not include P.O. boxes.
Second line of street address of subrecipient (if needed). If subrecipient has a SAM.gov registration, the second line of the SAM.gov physical address should be entered in this field. If subrecipient is an individual, please leave this field blank.
City in which the subrecipient is located. If subrecipient has a SAM.gov registration, the city of the SAM.gov physical address should be entered in this field. If subrecipient is an individual, please leave this field blank.
State in which the subrecipient is located. If subrecipient has a SAM.gov registration, the state of the SAM.gov physical address should be entered in this field.
Subrecipient postal zip code. If subrecipient has a SAM.gov registration, the zipcode of the SAM.gov physical address should be entered in this field.
The portion of the award's costs, including administrative or programmatic subaward costs, that are paid by federal funds.
Non-federal funds that are used to support additional costs for the project.
Type of individual or organization awarded support. (See dropdown menu in any cell of column M of "Prime Recipient Master" tab for list). For a list of institution types in the dropdown menu, see column H on this tab.
The primary artistic discipline of the subrecipient. (See dropdown menu in any cell of column N of "Prime Recipient Master" tab for list) For a list of artistic discipline in the dropdown menu, see column I on this tab.
Subrecipient's total organizational budget (total expenses) from the most recently completed fiscal year in dollars.

Number of artists who were paid, in whole or in part, with subaward funds. If none, please enter 0.
Number of non-artists (includes employees, temporary staff, and contractors who did not work as artists on activities supported by this subaward) who were paid, in whole or in part, with subaward funds. If none, please enter 0.
Total number of Artists and Others who were paid in whole or in part with subaward funds. The Individuals Paid: Artists and Individuals Paid: Others fields should add up to the Individuals Paid: Total. If none, please enter 0.
Please enter the total number of adults (ages 18+) who directly engaged with the arts on site or in-person, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly interacting with artists or the arts. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged "In-Person" fields blank and only enter the total number of attendees in the Total Engaged In-Person field.
Avoid double-counting individuals who attended events/programs more than once during the grant period. If none or funds were used for operating support, please enter 0.
Please enter the total number of children (ages 0-17) who directly engaged with the arts on site or in-person, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly interacting with artists or the arts. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Children/Youth Engaged "In-Person" fields blank and only enter the total number of attendees in the Total Engaged "In-Person" field.
Avoid double-counting individuals who attended events/programs more than once during the grant period. If none or funds were used for operating support, please enter 0.
Please enter the total number of people who directly engaged with the arts on site or in-person, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly interacting with artists or the arts. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged "In-Person" and Children/Youth Engaged "In-Person" fields blank and only enter the total number of attendees in the Total Engaged "In-Person" field.
Avoid double-counting individuals who attended events/programs more than once during the grant period. If none or funds were used for operating support, please enter 0.
Please enter the total number of adults (ages 18+) who attended the virtual arts experiences. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged Virtually and Children/Youth Engaged Virtually fields blank and only enter the total number of attendees in the Total Engaged Virtually field.
Avoid double-counting individuals who attended events/programs more than once during the grant period. Views of online content should be counted at the time of preparing this Subgrant Spreadsheet. If none or funds were used for operating support, please enter 0.

Please enter the total number of children/youth (ages 0-17) who attended the virtual arts experiences. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged Virtually and Children/Youth Engaged Virtually fields blank and only enter the total number of attendees in the Total Engaged Virtually field.

Avoid double-counting individuals who attended events/programs more than once during the grant period.

Views of online content should be counted at the time of preparing this Subgrant Spreadsheet. If none or funds were used for operating support, please enter 0.

Please enter the total number of people who attended the virtual arts experiences. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged Virtually and Children/Youth Engaged Virtually fields blank and only enter the total number of attendees in the Total Engaged Virtually field.

Avoid double-counting individuals who attended events/programs more than once during the grant period.

Views of online content should be counted at the time of preparing this Subgrant Spreadsheet. If none or funds were used for operating support, please enter 0.

Subrecipient Institution Types

Individual Artist

Individual - Non-artist

Performing Group

Performing Group - College/University

Performing Group - Community

Performing Group for Youth

Performance Facility

Museum - Art

Museum - Other

Gallery/Exhibition Space

Cinema

Independent Press

Literary Magazine

Fair/Festival

Arts Center

Subrecipient Artistic Discipline

Artist Community

Arts Education Organization

Dance

Design

Folk & Traditional

Literary Arts

Local Arts Agency

Media Arts

Museums

Music

Opera

Presenting & Multidisciplinary Work
Organization

Theater & Musical Theater

Visual Arts

None of the Above

Union/Professional Association

School District

School - Elementary

School - Middle

School - Secondary

School - Vocational/Technical

Other School

College/University

Library

Historical Society/Commission

Humanities Council/Agency

Foundation

Corporation/Business

Community Service Organization

Correctional Institution

Health Care Facility

Religious Organization

Seniors' Center

Parks and Recreation

Government - Executive

Government - Judicial

Government - Legislative (House)

Government - Legislative (Senate)

Media - Periodical

Media - Daily Newspaper

Media - Weekly Newspaper

Media - Radio

Media - Television

Cultural Series Organization

School of the Arts

Arts Camp/Institute

Social Service Organization

Child Care Provider

None of the above

[illegible]

[illegible]

Subrecipien

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Recipient tab for more information*

Recipient tab for more information*

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Project-Specific Information
*see READ ME Prime Recipient tab for more information

Project-Specific Information
*see READ ME Prime Recipient tab for more information

[illegible]

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[illegible]

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Fields List

This list of fields reflects the column names in the "For Subrecipients" sheet and the description of what information should be entered into those fields. Items in blue are specific to the subrecipient institution/organization. Items in green are specific to the prime recipient.

Field Name	
Subrecipient-Specific Information	Subrecipient Name
	Subrecipient UEI
	Subrecipient Street Address 1
	Subrecipient Street Address 2
	Subrecipient City
	Subrecipient State
	Subrecipient Zip code
	Federal Share
	Recipient cost share or match
	Subrecipient Institution Type
	Subrecipient Artistic Discipline
	Total Organizational Budget from most recent FY (in \$)
	Individuals Paid: Artists
	Individuals Paid: Others

Project-Specific Information	Adults Engaged "In-Person"
	Children/Youth Engaged "In-Person"
	Total Engaged "In-Person"
	Adults Engaged Virtually

	Children/Youth Engaged Virtually
	Total Engaged Virtually

" tab. Below are the list of column names (Field Name) columns (Field Description). Items in green are specific to the project that received funds from the NEA through ent.

Field Description

Name of the subrecipient
Subrecipient's Unique Entity Identifier
First line of street address of subrecipient. If subrecipient has a SAM.gov registration, the first line of the SAM.gov physical address should be entered in this field. If subrecipient is an individual, please leave this field blank. Please do not include P.O. boxes.
Second line of street address of subrecipient (if needed). If subrecipient has a SAM.gov registration, the second line of the SAM.gov physical address should be entered in this field. If subrecipient is an individual, please leave this field blank.
City in which the subrecipient is located. If subrecipient has a SAM.gov registration, the city of the SAM.gov physical address should be entered in this field. If subrecipient is an individual, please leave this field blank.
State in which the subrecipient is located. If subrecipient has a SAM.gov registration, the state of the SAM.gov physical address should be entered in this field.
Subrecipient postal zip code. If subrecipient has a SAM.gov registration, the zipcode of the SAM.gov physical address should be entered in this field.
The portion of the award's costs, including administrative or programmatic subaward costs, that are paid by federal funds.
Non-federal funds that are used to support additional costs for the project.
Type of individual or organization awarded support. (See dropdown menu in any cell of column J of "For Subrecipient" tab for list). For a list of institution types in the dropdown menu, see column H on this tab.
The primary artistic discipline of the subrecipient. (See dropdown menu in any cell of column K of "For Subrecipient" tab for list) For a list of artistic disciplines in the dropdown menu, see column I on this tab.
Subrecipient's total organizational budget (total expenses) from the most recently completed fiscal year in dollars.
Number of artists who were paid, in whole or in part, with subaward funds. If none, please enter 0.
Number of non-artists (includes employees, temporary staff, and contractors who did not work as artists on activities supported by this subaward) who were paid, in whole or in part, with subaward funds. If none, please enter 0.

Subrecipient Institution Type

- Individual Artist
- Individual - Non-artist
- Performing Group
- Performing Group - College/University
- Performing Group - Community
- Performing Group for Youth
- Performance Facility
- Museum - Art
- Museum - Other
- Gallery/Exhibition Space
- Cinema
- Independent Press

Please enter the total number of adults (ages 18+) who directly engaged with the arts on site or in-person, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly interacting with artists or the arts. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged "In-Person" fields blank and only enter the total number of attendees in the Total Engaged In-Person field.

Literary Magazine

Avoid double-counting individuals who attended events/programs more than once during the grant period. If none or funds were used for operating support, please enter 0.

Please enter the total number of children (ages 0-17) who directly engaged with the arts on site or in-person, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly interacting with artists or the arts. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Children/Youth Engaged "In-Person" fields blank and only enter the total number of attendees in the Total Engaged "In-Person" field.

Arts Center

Avoid double-counting individuals who attended events/programs more than once during the grant period. If none or funds were used for operating support, please enter 0.

Please enter the total number of people who directly engaged with the arts on site or in-person, whether through attendance at arts events or participation in arts learning or other types of activities that involved people directly interacting with artists or the arts. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged "In-Person" and Children/Youth Engaged "In-Person" fields blank and only enter the total number of attendees in the Total Engaged "In-Person" field.

Arts Council/Agency

Avoid double-counting individuals who attended events/programs more than once during the grant period. If none or funds were used for operating support, please enter 0.

Please enter the total number of adults (ages 18+) who attended the virtual arts experiences. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged Virtually and Children/Youth Engaged Virtually fields blank and only enter the total number of attendees in the Total Engaged Virtually field.

Union/Professional Association

Avoid double-counting individuals who attended events/programs more than once during the grant period.

Views of online content should be counted at the time of preparing this Subgrant Spreadsheet. If none or funds were used for operating support, please enter 0.

Please enter the total number of children/youth (ages 0-17) who attended the virtual arts experiences. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged Virtually and Children/Youth Engaged Virtually fields blank and only enter the total number of attendees in the Total Engaged Virtually field.

Avoid double-counting individuals who attended events/programs more than once during the grant period.
Views of online content should be counted at the time of preparing this Subgrant Spreadsheet. If none or funds were used for operating support, please enter 0.

Please enter the total number of people who attended the virtual arts experiences. If the data do not allow for differentiation between children/youth and adult attendees, please leave the Adults Engaged Virtually and Children/Youth Engaged Virtually fields blank and only enter the total number of attendees in the Total Engaged Virtually field.

Avoid double-counting individuals who attended events/programs more than once during the grant period.
Views of online content should be counted at the time of preparing this Subgrant Spreadsheet. If none or funds were used for operating support, please enter 0.

School District

School-Parent-Teacher Association

School - Elementary

School - Middle

School - Secondary

School - Vocational/Technical

Other School

College/University

Library

Historical Society/Commission

Humanities Council/Agency

Foundation

Corporation/Business

Community Service Organization

Correctional Institution

Health Care Facility

Religious Organization

Seniors' Center

Parks and Recreation

Government - Executive

Government - Judicial

Government - Legislative (House)

Government - Legislative (Senate)

Media - Periodical

Media - Daily Newspaper

Media - Weekly Newspaper

Media - Radio

Media - Television

Cultural Series Organization

School of the Arts
Arts Camp/Institute
Social Service Organization
Child Care Provider
None of the above

Subrecipient Artistic Discipline

Artist Community

Arts Education Organization

Dance

Design

Folk & Traditional

Literary Arts

Local Arts Agency

Media Arts

Museums

Music

Opera

Presenting & Multidisciplinary
Work Organization

Theater & Musical Theater

None of the Above

				* see
Subrecipient Name <i>please include for each entry</i>		Subrecipient Street Address 1	Subrecipient Street Address 2	

Subrecipient-Specific Information

READ ME Subrecipient Field List tab for more information *

Subrecipient City	Subrecipient State	Subrecipient Zip Code	Federal Share (in \$)	Recipient cost share or match (in \$)

Subrecipient Institution Type	Subrecipient Artistic Discipline	Total Organizational Budget from most recent FY (in \$)	Individuals Paid: Artists

Project-Specific Information			
*see READ ME Subrecipient Field List tab for			
Individuals Paid: Others	Adults Engaged "In-Person"	Children/Youth Engaged "In-Person"	Total Engaged "In- Person"

on r more information*		
Adults Engaged Virtually	Children/Youth Engaged Virtually	Total Engaged Virtually