Project Activity Location Instructions for UA&M General Operating Support Grantees

We realize that many organizations cancelled or drastically reduced in-person events during COVID-19. The National Endowment for the Arts (NEA) still needs to collect this data, no matter how sparse, in order to show an accurate comparison of project activity locations from year to year. If you did not host any in-person activities between July 1, 2020 and June 30, 2021, then you can simply list your anchor location to the project activity location sheet. **We ask that ALL organizations who received GOS funding fill out this sheet, this includes all arts organizations, local arts agencies, and museums (even non-art museums).**

You will be asked in the final report form to tell us your total audience numbers for both in-person and virtual events. Again, the time period for this data is July 1, 2020 and June 30, 2021.

Please review the instructions below on how to access and complete the Project Activity Location form. If you have any questions, please call Racquel Cornali at 801-236-7541 or Laurel Cannon Alder at 801-236-7550.

Instructions:

- **ALL organizations will need to include their Project Activity Locations on the shared google sheet (linked here).** Please enter the "Project Activity Location" for all locations where you provided programming or outreach between July 1, 2020-June 30, 2021 (UA&M's FY21).
  - The google sheet will update "live" in real-time as you type. Since this document is "shared" online there can be many people accessing and editing it at the same time. Please be aware of this as you add information. Do not type over someone else's information. Try to add your information a few rows/lines down from someone else's data so that you both have space to add more information and you don't accidentally delete or write over another organization's data.
  - Once you have added all of the data required you can just close the tab or browser. There is nothing to "submit" on the sheet, it will update automatically and we can see all of the information that you have added.
  - *Do not add any virtual/web based events to this list. Only include events that took place in-person before you had to cancel all in-person activities*.
- We are looking for distinct locations and number of days only, not a listing of events at each location. For example, if you are a theater company that presented several productions this past year at one address you should have one entry with the total number of days for all productions. Number of days equals the total number of days you operated, provided a program, or outreach activity at a specific location.
- Most organizations will have a primary location, for example: office space/building, school auditorium, or community concert hall, where they operate for the majority of the year (this could be 365). Some organizations provide additional services at other locations, and we need to have these locations included as well. For example, if you are a theater company that provided outreach at three schools last year, you would have four entries: your main office location, and one each for each of the schools. We will need information on all of these activity locations.