Geography Reporting - Frequently Asked Questions

Please use the following guidelines to help you complete the Geographic Areas to Be Served and/or Geographic Location of Work sections in your template.

Geographic Areas to Be Served

Q. What does "Geographic Areas to Be Served" refer to?

Geographic Area Served refers to all countries (country and sub-region/state, if known) benefitting or intended to benefit from this investment. This is where the target population is located, not where the work is occurring.

Q. Where to I allocate costs that are not targeted to a specific geography (indirect, travel, general, etc.) for Geographic Area Served?

These costs should be distributed across geographies using the same percentage allocation as the funds targeted to the specific geographies.

Example: If $100,000 of a $2,100,000 grant is not targeted to a specific geography, and $1,000,000 (50%) of the total grant amount is targeted to Tanzania, $50,000 (50%) of these costs should be allocated to Tanzania.

Geographic Area(s) Served		
Location (Country and Sub-Region/State, if known)	**Total Planned Spend ($)**	**Geographic Area Served Allocation**
Tanzania	$1,000,000	$1,050,000
Kenya	$1,000,000	$1,050,000
Costs Not Targeted to a Geography	$100,000	n/a
Total Grant Amount	**$2,100,000**	**$2,100,000**

Q. What if the benefitting geography(s) are unclear at this point?

The funds should be allocated to the lowest geographical denominator possible. If you are unable to specify country, region, or even continent, please allocate to "World"

Q. What if the geography(s) have been identified but the amount of benefit has not been determined?

If an educated guess can't be made on the allocations across the known geographies, then the funds should temporarily be spread evenly across the applicable geographies.

Geographic Area(s) Served	
Location (Country and Sub-Region/State, if known)	**Benefit ($)**
Tanzania	$500,000
Kenya	$500,000
Ghana	$500,000
Total Grant Amount	**$1,500,000**

Q. What if the grant is not specifically intended to impact a particular geography (i.e. broad public benefit)?

Allocate the funds to the geography "World".

Geographic Location of Work

Q. What does "Geographic Location of Work" refer to?

Geographic Location of Work refers to all locations (country, and sub-region/state, if known) in which work is being performed with funds from an investment. This includes locations in which sub-grantees or sub-contractors funded by this project are working.

Q. Where do I allocate costs that are not targeted to a specific geography (indirect, travel, general, etc.) for Geographic Location of Work?

These costs should be assigned to the location where the project is being managed (i.e. headquarters).

Example: if $400k is going to a sub-grantee in Tanzania to purchase and distribute supplies, $600k is going to Kenya to perform a soil study, $100k is allocated to manage the grant, then the allocation should be distributed as follows:

Geographic Location(s) of Work	
Location (Country and Sub-Region/State, if known)	**Total Planned Spend ($)**
Tanzania	$400,000
Kenya	$600,000
Washington, DC (HQ)	$100,000
Total Grant Amount	**$1,100,000**

Q. What if there is staff working in multiple locations?

If staff is working across multiple locations, costs should be allocated to the location where they spend the majority of their time. If this is unclear, default to the location the staff are based (e.g. Headquarters).

Q. What if I don't know where we will be working?

If an educated guess cannot be made about where work will be performed, funds should be allocated to the headquarter location until the next reporting cycle, when the location(s) become clearer.

Please contact your Program Coordinator or Program Officer if you have questions regarding geography reporting.