National Standard for Arts Information Exchange

REVISIONS and IMPLEMENTATION SCHEDULE

NATIONAL ASSEMBLY OF NASAA
STATE ARTS AGENCIES
The REVISIONS AND IMPLEMENTATION SCHEDULE for the National Standard for Arts Information Exchange was developed by the National Assembly of State Arts Agencies. This document is a companion piece to ALL IN ORDER: INFORMATION SYSTEMS FOR THE ARTS (Washington, DC: National Assembly of State Arts Agencies, 1981) which contains the National Standard for Arts Information Exchange.

Additional copies of REVISIONS AND IMPLEMENTATION SCHEDULE may be ordered by writing or calling:
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REVISIONS
FOR
THE NATIONAL STANDARD
FOR
ARTS INFORMATION EXCHANGE

Released 1984 for Implementation in Fiscal Year 1986

MAY 1984
PREFACE

It was in 1979 that a group of five regional arts organization directors began to develop a project that would provide a national information system for the arts. Since that time, the National Information Systems Project (NISP) produced the National Standard for Arts Information Exchange and there has been an amazing degree of interest in, and implementation of, this National Standard. Local arts agencies, in addition to the state and regional arts agencies, are exploring the use of the Standard in mailing lists, grants management, and arts resource directories. A national survey using Standard terms and definitions was completed in 1983. This survey of touring and presenting grants in the arts agencies was a joint project of the National Assembly of State Arts Agencies (NASAA) and the National Endowment for the Arts. The information was used to help guide policy decisions in the public arts agencies.

This past year we have now developed the first formal revision of the National Standard. It has not been an easy task. There were issues of what were the guidelines for change; issues of how to reach consensus on a revision; issues of keeping old data or not and for how long; issues of state arts agency needs and national data needs; and fears of the impact of presenting change to a system that was just now really in place.

It was our good fortune to have a splendid Working Committee for the Revision. This group of ten contributed their expertise as users of the Standard, collectors of national data, and individuals knowledgeable of the public arts agency constituents. We were also aided by the many revision proposals that were submitted to NASAA by the arts field. We despaired more than once of finding the right solutions for the Standard. The Working Committee went through a metamorphosis from individuals intent upon their own needs and interests into a body that saw the need for intelligent compromise. It was a pleasure to be part of that group. Special thanks go to all this Committee for their resourcefulness, strength, and integrity. Additional thanks go to Mary Van Someren Cok, Henry Bromelkamp, and Will Conner who helped prepare the working materials and offered advice based on their long involvement with NISP and the Standard.
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INTRODUCTION

Purpose

The purpose of this document is to provide public arts agencies, and others, with the specific revisions and procedures for implementing the first formal revision to the National Standard for Arts Information Exchange. The National Standard was developed and is maintained through the National Assembly of State Arts Agencies.

National Assembly of State Arts Agencies

The National Assembly of State Arts Agencies (NASAA) is a nonprofit membership organization of the fifty states and six special jurisdictions of the United States. It exists to enhance the growth of the arts; develop an informed membership; respond to the collective needs and concerns of the member agencies, and provide forums for the review and development of national arts policy.

One of NASAA's program goals is to be a national source of information about state arts agencies. Toward this effort, NASAA participated in the development of the National Standard for Arts Information Exchange.

National Standard for Arts Information Exchange

The National Standard is a set of terms, definitions, and a set of principles for organizing and reporting information used by public arts agencies in their information systems. It includes specifications for mailing lists, grants management systems, and eight arts resource directories, including performing and visual arts facilities, arts organizations, and artists in all disciplines.

The Standard was designed and implemented by the National Information Systems Project (NISP), a four-year (1979-1982) program of the state and regional arts agencies and the National Endowment for the Arts to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. It is published and copyrighted by NASAA* and is available for use by any organization desiring to implement one or more of its systems. To insure data consistency, adherence to the compliance criteria of the National Standard is a prerequisite for advertising and exchanging information as "National Standard data."

National Standard for Arts Information Exchange
REVISION IMPLEMENTATION PLAN

BACKGROUND

The National Standard for Arts Information Exchange provides a means to collect and analyze compatible data about public arts agency constituents activities, and resources. Changing emphases and needs in the arts community and problems encountered during the first four years of the Standard's implementation have made necessary the introduction this year of the first revised version of the National Standard. While the Standard's developers and users have long recognized that the flexibility of periodic changes is essential to the Standard's effectiveness, it is also clear that these revisions and conversions to new editions are costly and have the potential to thwart the purposes for which a National Standard was established.

For example, any changes -- however minimal -- which affect field names, definitions, and code categories, will destroy the compatibility of past and future databases, making longitudinal studies which utilize changed components and more than one Standard version very difficult or impossible to conduct.

An obvious solution to this problem would be the conversion of all data in existing databases to the new format each time a National Standard revision is announced. This solution, however, also has serious difficulties. Sometimes revisions to the Standard will redefine or categorize data in such a way that conversion -- either manually or electronically -- will be impossible because the information necessary to recode old data simply does not exist. This is particularly true of grant and organizational budget data and art forms and disciplines. In addition, even where feasible, such conversion would be so costly and labor-intensive -- especially as databases grow to incorporate five, ten, and fifteen years of data -- that it would most likely not occur. The National Standard would lose users and be unable to provide for the data collection and analysis for which it was established.

Faced with this dilemma, the National Assembly of State Arts Agencies (NASAA) has developed an implementation plan for this revision -- and all future National Standard revisions -- based upon the following assumptions:

1) Conversion of all data in existing National Standard databases each time a revision is made is unrealistic and therefore will not be required of National Standard users. Any database conversion desired by individual participating agencies will be done independently of and in addition to the revision implementation activities described below.
Revision Implementation Plan

Mailing list and arts resource directory systems will require actual data correction and conversion. These activities should be scheduled immediately before or on Revision Implementation Day. Grants management files will eventually have a very clear "before" and "after" cut-off point: data about projects taking place before Revision Implementation Day will be maintained according to the original Standard; data about projects on or after that date will use the new version. However because FY86 grant applications are generally received and processed before the new fiscal year begins, and final reports come in several months after the old ends, systems will have to accommodate separate and unidentical FY85 and FY86 files simultaneously.

A key to accomplishing such transition activities with a minimum of confusion will be careful advance planning and the timely revision of all appropriate data collection forms. Agencies who wait until the spring of 1985 -- or worse, until Revision Implementation Day -- to begin revising the grant forms they will use for FY86 projects and discussing necessary software changes with their computer programmers, will not accomplish the transition successfully. To illustrate the types of steps which National Standard users should take immediately to insure a smooth transition process, a sample timetable is provided below.

Finally, a point made above must be underscored. Agencies who, for reasons of their own, desire to adopt the new version of the National Standard early must maintain a parallel system which conforms to the original Standard until Revision Implementation Day. Likewise those who wish to convert pre-FY86 grants management data to the new format early, must maintain a copy of their data in the old version and a system capable of accessing that data. This is the only way that national compatibility can be maintained throughout this and future revision implementation processes.

SAMPLE REVISION IMPLEMENTATION TIMETABLE

The following timetable illustrates the steps a hypothetical state arts agency would take to prepare for a Revision Implementation Day of July 1, 1985. The agency has computerized mailing and grants management systems.

1984

April

National Assembly of State Arts Agencies announces new version of the National Standard for Arts Information Exchange.

May

A committee of staff members meet to review the revisions and discuss impact on agency grants management and mailing list systems. Telephone assistance is obtained from NASAA to clarify some issues and answer immediate questions.

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Revision Implementation Plan

July
Revision Implementation Day July 1. FY86 grant processing continues and first funded projects take place. Data entry from new mailing list questionnaires begins. When forms stop coming in, all entries not updated this month are reviewed; some are sent a second questionnaire and others are deleted.

September
OMB Form No. 3135-0034 (Final Descriptive Report) reporting on FY 85 grant data is filed with the National Endowment for the Arts and NASAA. It uses the original version of the National Standard. In one year (fall of 1986) a report using the new version will be required.
The "revision" line indicates which field or code, currently defined in ALL IN ORDER must be revised or what deletions or additions to the National Standard must be made.

For example:

* Modify Characteristics Code G, E, P, and I, and add J
* Define 1 Applicant
* Amend the Discipline Code

The "existing" paragraph(s) is crossed referenced to the corresponding page numbers in ALL IN ORDER: INFORMATION SYSTEMS FOR THE ARTS. The field is printed exactly as it appears in ALL IN ORDER. Definitions of certain fields are also printed as they appear in the text. Notes and footnotes are provided for additional information.

The "revision" paragraph(s) indicates the fields and codes that must be revised and transferred to your agency's information systems. Underlinings in the "revision" paragraph indicate revised new wording and changes to the "existing" National Standard.

The "conversion(s)" line indicates the various changes to be made to the "existing" field or code, in order to complete the revision process. There are several methods.

* Redefine
* Relabel
* Omit
* Renumber
* Add
* Reclassify & Re-enter
* Reprint
REVISIONS
AND
CONVERSION INFORMATION

MAY 1984
II. THE REVISIONS AND CONVERSION INFORMATION

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* See Appendix (A1-A5) for further instructions
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system CONSTITUENT LIST
revision RENAME ADDRESS FIELDS AND MAKE THE SECOND LINE OPTIONAL

existing (ALL IN ORDER, page 107)

<table>
<thead>
<tr>
<th>revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Address 1 Necessary</td>
</tr>
<tr>
<td>3. Address 2 Necessary</td>
</tr>
</tbody>
</table>

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint
use new field labels as appropriate when forms are reprinted
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system
MAILING LIST: FUNCTION AND CONTENT
revision
DELETE THE FUNCTION CODE FROM THE STANDARD AND RELABEL 3 MAIL CODE;
RELABEL CONTENT CODES 11 AND 14

existing (ALL IN ORDER, pages 112, 114)
revision

3. Mail Code Numeric Necessary 41
(4-6 do not exist)

CONTENT CODE
11 Community Arts
14 Multi-disciplinary

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint
for entries having FUNCTION 02, re-code CONTENT 14
for entries not having FUNCTION 02, remove CONTENT 14
if desired, delete FUNCTION from the system
examine all entries coded CONTENT 11 and re-code if necessary; 11 is now
"Interdisciplinary"
reprint forms to reflect these changes

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**

MAILING LIST: STATUS

**revision**

REDEFINE STATUS CODES 04-08 GOVERNMENT - FEDERAL, - STATE, - REGIONAL, - COUNTY, - MUNICIPAL

**existing** (ALL IN ORDER, pages 112, 114)

<table>
<thead>
<tr>
<th>STATUS</th>
<th>revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 Government - Federal</td>
<td>to be used when the mail recipient is a unit of the federal government</td>
</tr>
<tr>
<td>05 Government - State</td>
<td>to be used when the mail recipient is a unit of the state government</td>
</tr>
<tr>
<td>06 Government - Regional</td>
<td>to be used when the mail recipient is a unit of sub-state regional government</td>
</tr>
<tr>
<td>07 Government - County</td>
<td>to be used when the mail recipient is a unit of county government</td>
</tr>
<tr>
<td>08 Government - Municipal</td>
<td>to be used when the mail recipient is a unit of municipal government</td>
</tr>
</tbody>
</table>

**conversion(s)** redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

learn the new definitions; use the new definitions when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system  Mailing List: Institution
revision  Relabel Institution Code 06 Performing Group - Youth

Existing (All in Order, pages 114, 115)  Revision
06 Performing Group - Youth
A group which may but does not necessarily
include children who perform works of art
for young audiences

Conversion(s)  Redefine, relabel, omit, renumber, add reclassify & re-enter, reprint
Use the new label when forms are reprinted
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

MAILING LIST: INSTITUTION

REDEFINE AND CLARIFY INSTITUTION CODES 16 ARTS COUNCIL/AGENCY AND 17 ARTS SERVICE ORGANIZATION

existing (ALL IN ORDER, page 115)

16 Arts Council/Agency - an arts organization (sometimes funded by public funds or sanctioned by some branch of government) which provides funding, arts administrative and/or programming services for its members/constituents within a specific geographic locale (e.g., county, state, community)

17 Arts Service Organization - an organization which does not as its central function produce or present the arts, but which assists others, including artists and arts organizations, in managing, producing, promoting, and presenting the arts to the public (e.g., Friends of the Philharmonic, Columbia Artists Management, Volunteer Lawyers for the Arts, American Council for the Arts, American Symphony Orchestra League)

revision

16 Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding, within a specific geographic area (e.g., county, state, local)

17 Arts Service Organization - an organization which does not as its central function produce or present the arts, but which provides services that assist or promote artists and/or arts organizations (e.g., Friends of the Philharmonic, Columbia Artists Management, Volunteer Lawyers for the Arts, American Symphony Orchestra League, Citizens for the Arts)

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

examine existing entries and correct any that are misclassified

correct the definitions when forms are reprinted
MAILING LIST: INSTITUTION

REDEFINE INSTITUTION CODE 29 HUMANITIES COUNCIL/AGENCY

29 Humanities Council/Agency - an agency dedicated to funding the humanities receiving state and/or federal funds

29 Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area (e.g., county, state, local)

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

learn the new definition; use the new definition when forms are reprinted
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system MAILING LIST: INSTITUTION
revision ADD A CODE 47 CULTURAL SERIES ORGANIZATION; MODIFY 32 COMMUNITY SERVICE ORGANIZATION

existing (ALL IN ORDER, page 116) revision

32 Community Service Organization - an organization which provides social, cultural, educational, and/or other services to the citizens of a community or region and/or to its own members (e.g., community concert series, Red Cross, Chamber of Commerce, Y.M.C.A., United Fund, Salvation Army, Elks Club, Masons, Junior League)

32 Community Service Organization - an organization which provides social, cultural, educational, and/or other services to the citizens of a community or region and/or to its own members (e.g., Red Cross, Chamber of Commerce, Y.M.C.A., United Fund, Salvation Army, Elks Club, Masons, Junior League) (note deletion of "community concert series" from the definition examples)

47 Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, film series)

47 None of the above

48 None of the above

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint examine all existing entries with INSTITUTION 32 "Community Service Organization" and recode community concert series as "47 Cultural Series Organization" examine all existing entries with INSTITUTION "47 None of the above" and recode any cultural series organizations into the new "47 Cultural Series Organization," and re-label the remaining as "48 None of the above" add 47 Cultural Series Organization to the forms when reprinted correct the definition of "32 Community Service Organizations" when the forms are reprinted renumber "48 None of the above" when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system** ALL SYSTEMS

**revision** AMEND THE DISCIPLINE CODE

**existing (ALL IN ORDER, pages 113, 116, 117)**

DISCIPLINE describes the constituent's primary arts discipline

Note: It is understood that an agency can elect to use main discipline categories only (e.g., Dance, Music, Theatre) and not sub-categories (e.g., mime, musical theatre, puppet). Also note that "Humanities" is listed for use by agencies which serve both the arts and humanities.

**revision**

DISCIPLINE describes the constituent's primary area of work in the arts

Note: It is understood that an agency can elect to use main discipline categories only (e.g., Dance, Music, Theatre) and not sub-categories (e.g., chamber, choral, jazz).

Agencies desiring to use more than one discipline category or sub-category to classify their constituents may do so provided one category or sub-category is primary. The primary classification must be labeled "Discipline." All others can be labeled "Discipline 2," "Discipline 3," etc.

Also note that "Humanities" is listed for use by agencies which serve both the arts and humanities.

[See attached sheet for additional DISCIPLINE revisions]

**conversion(s)** redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

See listings at the end of specific DISCIPLINE categories

*Footnote - Conversion steps requiring reclassifying and re-entering data apply to the Mailing List and Arts Resource Directory Systems only. Grants Management System users will simply adopt the new code at the time this version of the National Standard goes into effect, without converting old grant data.

(Discipline Code continued on next page)
National Standard for Arts Information Exchange
Revisions (released 1984 for implementation in Fiscal Year 1986)

systems

revision

ALL SYSTEMS

NEW DISCIPLINE CODE

existing (ALL IN ORDER, pages 116, 117)

01 Dance - do not include mime; see "Theatre," 04, for mime
   A ballet*
   B ethnic/folk/jazz*
   C modern*

02 Music
   A band* - do not include jazz or popular
   B chamber*
   C choral*
   D contemporary* - include experimental, electronic
   E ethnic/folk*
   F jazz*
   G popular* - include rock
   H solo/recital*
   I symphonic*

03 Opera - do not include musical theatre; see "Theatre," 04, for musical theatre

04 Theatre
   A theatre-general* - include classical, contemporary, experimental
   B mime*
   C musical theatre*
   D puppet*
   E theatre for young audiences*

05 Visual Arts
   A conceptual art*
   B graphics*
   C inter-media*
   D painting* [not including watercolor]
   E performance art*
   F sculpture*

revision

01 Dance - do not include mime; see "Theatre," 04, for mime
   A ballet*
   B ethnic/jazz [note deletion] - include folk-inspired; see "Folk Arts," 12
   C modern*

02 Music
   A band* - do not include jazz or popular
   B chamber* - include only music for one musician to a part
   C choral*
   D new* - include experimental, electronic
   E ethnic* [note deletion] - include folk-inspired; see "Folk Arts," 12
   F jazz*
   G popular* - include rock
   H solo/recital*
   I orchestral* - include symphonic and chamber orchestra

03 Opera/Music Theatre
   A opera*
   B musical theatre*

04 Theatre
   A theatre-general* - include classical, contemporary, experimental
   B mime*
   [note move 04C to 03B]
   D puppet*
   E theatre for young audiences*

05 Visual Arts
   A experimental* - include conceptual, new media, new approaches
   B graphics* - include printmaking and book arts; do not include graphic design; see "Design Arts," 06, for graphic design
   [note move 05C to 11 Interdisciplinary]
   D painting* - include watercolor
   [note move 05E to 11 Interdisciplinary]
   F sculpture*
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

NEW DISCIPLINE CODE, continued

existing (ALL IN ORDER, page 117)

06 Architecture/Design - include fields of architecture; landscape architecture; urban design, city and regional planning; interior, industrial, fashion, and other recognized design professions

07 Crafts - pertaining to artists who work in one or more of the following media: paper, glass, leather, clay, metals, wood, fibers, or plastics

08 Photography [not including holography]

09 Media Arts
A film*
B radio*
C television*
D video* (include holography)

10 Literature - include fiction, non-fiction, poetry, and playwriting

11 Community Arts [with definition]

revision

06 Design Arts
A architecture*
B fashion*
C graphic*
D Industrial*
E interior*
F landscape architecture*
G urban/metropolitan*

07 Crafts [note deletion of definition]
A clay*
B fiber*
C glass*
D leather*
E metal*
F paper*
G plastic*
H wood*
I mixed media*

08 Photography - include holography

09 Media Arts
A film*
B audio* - include radio, sound installations
C video*

[Note move 09D to 09C; holography to 08]

10 Literature [note deletion of definition]
A fiction*
B non-fiction*
C playwriting*
D poetry*

[Note deletion of 11 Community Arts as a discipline]

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art

(optional)

(Discipline Code continued on next page)
National Standard for Arts Information Exchange
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NEW DISCIPLINE CODE, continued

existing revision

12 Folk Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups

12 Folk Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired dance or music, i.e., interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition. For folk-inspired dance and music, see 01B and 02E.

13 Humanities [with definition]

13 Humanities [use existing definition]

14 Multi-disciplinary - pertaining to two or more arts and/or humanities disciplines

14 Multi-disciplinary - pertaining to two or more of the arts disciplines above (do not include interdisciplinary activities or events; see "Interdisciplinary," 11)

15 Non-arts/Non-humanities - none of the above

15 Non-arts/Non-humanities - none of the above

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

relabel 03 "Opera" to 03 "Opera/Music Theatre"
change entries having code 03 to 03A "Opera" if you use sub-categories if you use sub-categories, change entries coded 04C to 03 or 03B, and change entries coded 04D to 03 or 03B if you do not use sub-categories, change 04 entries that are "musical theatre" to 03
change entries coded 05B that are "watercolor" to 050 "painting" examine all entries coded 11 and re-code; 11 is now "Interdisciplinary" if you use sub-categories, change entries coded 05C or 05E to 11, and discontinue using 05C and 05E; if you do not use sub-categories, change 05 entries that are "inter-media" or "performance art" to 11 "Interdisciplinary"
relabel 06 "Architecture/Design" to 06 "Design Arts"
examine all entries coded 09C and re-code; 09C is now "video" change 090 entries that are holography to 08 "Photography" change 090 entries that are not holography to 09C "video" examine all entries coded 12 "Folk Arts" and reclassify folk-inspired dance and music add 06 A-G, 07 A-I, and 10 A-D if you use sub-categories for these disciplines reprint forms to reflect these changes

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**  GRANTS MANAGEMENT
**revision**  DEFINE 1 APPLICANT

existing (ALL IN ORDER, pages 122, 127)

1. Applicant Necessary
   [not defined]

revision

1. Applicant Necessary

The constituent submitting and signing the grant application or request-for-services, even if funds are passed on to another organization or individual.

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint
learn and use the new definition
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system GRANTS MANAGEMENT
revision ADD NECESSARY FIELDS TO IDENTIFY TYPE OF APPLICANT

existing
none

revision

1 A. Applicant STATUS Numeric Necessary 2
The applicant's legal status [use STATUS code from Mailing List System]

1 B. Applicant INSTITUTION Numeric Necessary 2
[use INSTITUTION code from Mailing List System]

1 C. Applicant DISCIPLINE Text Necessary 3
The applicant's primary area of work in the arts.
[use DISCIPLINE code from Mailing List System]

conversion(s) redefine, relabel, omit, renumber, add, recategorize & re-enter, reprint

add these fields to existing Grants Management Systems

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**  GRANTS MANAGEMENT AND ARTS RESOURCE DIRECTORIES

**revision**  MODIFY CHARACTERISTICS CODES G, E, P, & I AND ADD J

**existing**

- [currently listed sixth]

N American Indian/Alaskan Native
A Asian/Pacific Islander
B Black, not Hispanic
H Hispanic
W White, not Hispanic
G general
C child
Y secondary school student
U college/university student
S senior citizen
E emotionally and mentally disabled
P physically disabled
D hearing impaired
Q visually impaired
I institutionalized
[does not exist]
V veteran
F woman

*See footnote on p. 134, ALL IN ORDER

**revision**

- G general **(adult, general characteristics)**

N American Indian/Alaskan Native
A Asian/Pacific Islander
B Black, not Hispanic
H Hispanic
W White, not Hispanic
[moved to first place in list]
C child
Y secondary school student
U college/university student
S senior citizen
E mentally or psychologically impaired (note change in position)
P otherwise physically impaired (note change in position)
I institutionalized (other than correctional)
J institutionalized (correctional)
V veteran
F woman

*See footnote on p. 134, ALL IN ORDER

**conversion(s)**  redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

use new wording when forms are reprinted

Field 1D (see page 15), Fields 127, 129 in Grants Management System

Individuals in the Performing and Literary Arts (Field 11 Audience Type, Field 12 Characteristics); Individuals in the Visual and Media Arts (Field 11 Audience Type, Field 12 Characteristics); Performing Arts Organizations (Field 14 Audience Type), Visual Arts Organizations (Field 14 Audience Type); Sponsors/Presentors (Field 14 Audience Type)

See Appendix for further instructions for using the Characteristics Code.

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system GRANTS MANAGEMENT
revision ADD AN OPTIONAL FIELD FOR APPLICANT CHARACTERISTICS

existing
None

revision

10. Applicant Characteristics

Descriptors designed to enable "Applicant" to identify itself according to that person's or organization's predominant characteristics. The following code and instructions will be used:

Choose the categories below which describe the applicant individual's or applicant organization's predominant characteristics. Use more than one category only if needed.

[See Appendix for Instruction for using this field]

G general ** (adult, general characteristics)
N American Indian/Alaskan Native*
A Asian/Pacific Islander*
B Black, not Hispanic*
H Hispanic*
W White, not Hispanic*
C child
Y secondary school student
U college/university student
S senior citizen
E mentally or psychologically impaired
D hearing impaired
Q visually impaired
P otherwise physically impaired
I institutionalized (other than correctional)
J institutionalized (correctional)
V veteran
F woman

*See footnote on p. 134, ALL IN ORDER
**not to be used by individuals

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint
add this field to existing Grants Management Systems

-15-
National Standard for Arts Information Exchange
Revision (released 1984 for Implementation in Fiscal Year 1986)

system GRANTS MANAGEMENT
revision CLARIFY DEFINITIONS

existing
4. Telephone (ALL IN ORDER, pages 122, 127)
The office telephone number of "Applicant" or "Contact Persons."

5. Contact Person Home Telephone (ALL IN ORDER pages 122, 127)
The home telephone number of "Contact Person."

28. Payee (ALL IN ORDER, pages 123, 129)
Include Constituent List entry if different from "Applicant."

38. Discipline (ALL IN ORDER, page 130)
The arts discipline in which project activities are involved. The following code will be used: [code]

revision
4. Telephone
The daytime telephone number of "Applicant" or "Contact Person."

5. Contact Person Home Telephone
The [note deletion] telephone number of "Contact Person" during non-business hours.

28. Payee
The constituent to whom checks should be issued in the event that a grant is awarded, if different from "Applicant."

38. Discipline
The arts discipline in which project activities are involved. If project activities are of a technical assistance or service nature, use the arts discipline which will benefit from the project (e.g., accounting workshops for dance company managers should be coded 01 Dance; a training conference for performing arts presenter trustees should be 14 Multi-disciplinary). The following code will be used: [Use Discipline Code]

conversion(s) redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint
learn and use the new definitions
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system: GRANTS MANAGEMENT
revision: ADD FIELD I3A DATE FISCAL YEAR ENDS

existing: none
revision: I3A. Date Fiscal Year Ends
         Numeric Optional 4
         Month and day on which "Applicant's" fiscal year ends.

conversion(s): redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint
               add if desired
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system GRANTS MANAGEMENT
revision RELABEL AND REDEFINE FIELDS 14-19, INCOME AND EXPENSES

existing (ALL IN ORDER, pages 122, 128)

14 Previous Year Income
Total income or receipts of "Applicant" (organization) during "Applicant's" previous fiscal year.

15 Previous Year Expenditures
Total expenditures or disbursements of "Applicant" (organization) during "Applicant's" previous fiscal year.

16 Current Year Income
Total income or receipts of "Applicant" (organization) during "Applicant's" current fiscal year.

17 Current Year Expenditures
Total expenditures or disbursements of "Applicant" (organization) during "Applicant's" current fiscal year.

18 Next Year Income
Estimated total income or receipts of "Applicant" (organization) during "Applicant's" next fiscal year.

19 Next Year Expenditure
Estimated total expenditures or disbursements of "Applicant" (organization) during "Applicant's" next fiscal year.

*Current funds are resources expendable for operating purposes. These may include general, operating, board-designated, cash reserve, current unrestricted, and restricted funds for operating purposes. Do not include any funds not expendable for operating purposes, such as endowment, fixed asset or plant, loan, and scholarship funds.

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint
relabel and redefine Fields 14, 15, 16, 17, 18, and 19
learn new field definitions
use new field labels and definitions when forms are reprinted
National Standard for Arts Information Exchange
Revision (released 1984 for Implementation in Fiscal Year 1986)

**system**

GRANTS MANAGEMENT

**revision**

AMEND 39 TYPE OF ACTIVITY AND MAKE IT NECESSARY

### existing (ALL IN ORDER, pages 124, 130)

39. Type of Activity

<table>
<thead>
<tr>
<th>Numeric</th>
<th>Optional 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The type of activity which best describes project activities. The following code will be used:

[see attached sheet]

### revision

39. Type of Activity

<table>
<thead>
<tr>
<th>Numeric</th>
<th>Necessary 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The type of activity which best describes project activities. The following code will be used. Agencies deciding to use more than one type of activity code to classify their constituents may do so provided one code is primary. The primary classification must be labeled "Type of Activity." All others can be labeled "Type of Activity 2," "Type of Activity 3," etc.

[see attached sheet for code]

---

**conversion(s)** redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

- add this field to grants management systems if not already included
- learn new field labels and definitions
- use new field labels and definitions when forms are reprinted

**footnote**

Users will simply adopt the new code at the time this revision of the National Standard goes into effect, without converting old grant data.

(Type of Activity continued on next page)
## National Standard for Arts Information Exchange

Revision (released 1984 for implementation in Fiscal Year 1986)

**SYSTEM**

**GRANTS MANAGEMENT**

**REVISION**

**NEW TYPE OF ACTIVITY CODE**

### EXISTING (ALL IN ORDER, PAGE 130)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Acquisition - see Field 55</td>
</tr>
<tr>
<td>02</td>
<td>Audience transportation - e.g., busing senior citizens to a performance</td>
</tr>
<tr>
<td>03</td>
<td>Award/fellowship - to individuals</td>
</tr>
<tr>
<td>04</td>
<td>Commission - e.g., &quot;commissioning a work of music&quot;</td>
</tr>
<tr>
<td>05</td>
<td>Concert/performance - include film, video, and literary presentations</td>
</tr>
<tr>
<td>06</td>
<td>Exhibition</td>
</tr>
<tr>
<td>07</td>
<td>Facility design, construction, maintenance</td>
</tr>
<tr>
<td>08</td>
<td>Fair/festival - a seasonal program of arts events</td>
</tr>
<tr>
<td>09</td>
<td>Identification/documentation [e.g., ...]</td>
</tr>
<tr>
<td>10</td>
<td>Institution/organization establishment - for creation or development of a new institution/organization</td>
</tr>
<tr>
<td>11</td>
<td>Institution/organization support - general operational support</td>
</tr>
<tr>
<td>12</td>
<td>Instruction/class/lecture - include lecture-demonstrations and workshops</td>
</tr>
<tr>
<td>13</td>
<td>Marketing - see Field 53</td>
</tr>
<tr>
<td>14</td>
<td>Professional support - administrative - see Field 46</td>
</tr>
<tr>
<td>15</td>
<td>Professional support - artistic - see Field 47</td>
</tr>
<tr>
<td>16</td>
<td>Publication/recording/film - to create a work of art (e.g., a book, a record, a film)</td>
</tr>
<tr>
<td>17</td>
<td>Instructional publication [e.g., ...]</td>
</tr>
<tr>
<td>18</td>
<td>Repair/restoration/conservation</td>
</tr>
<tr>
<td>19</td>
<td>Research/planning</td>
</tr>
<tr>
<td>20</td>
<td>School residency - artists in residence in an educational institution</td>
</tr>
<tr>
<td>21</td>
<td>Other residency - artists in residence in other than educational institutions</td>
</tr>
<tr>
<td>22</td>
<td>Seminar/conference</td>
</tr>
<tr>
<td>23</td>
<td>Touring - include support of touring groups or exhibitions, not of sponsors</td>
</tr>
<tr>
<td>24</td>
<td>Other</td>
</tr>
</tbody>
</table>

### REVISION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Acquisition; see Field 55</td>
</tr>
<tr>
<td>02</td>
<td>Audience services - e.g., ticket subsidies, busing senior citizens to an arts event</td>
</tr>
<tr>
<td>03</td>
<td>Award/fellowship - e.g., to individuals</td>
</tr>
<tr>
<td>04</td>
<td>Creation of a work of art - include commissions</td>
</tr>
<tr>
<td>05</td>
<td>Concert/performance/ reading - include production development</td>
</tr>
<tr>
<td>06</td>
<td>Exhibition - include visual arts, film, and video; exhibition development</td>
</tr>
<tr>
<td>07</td>
<td>Facility construction, maintenance, renovation [note &quot;design&quot; is 04 &quot;creation of a work of art&quot;]</td>
</tr>
<tr>
<td>08</td>
<td>Fair/festival [note deletion of definition]</td>
</tr>
<tr>
<td>09</td>
<td>Identification/documentation [e.g., ...]</td>
</tr>
<tr>
<td>10</td>
<td>Institution/organization establishment - for creation or development of a new institution/organization</td>
</tr>
<tr>
<td>11</td>
<td>Institution/organization support - general operational support</td>
</tr>
<tr>
<td>12</td>
<td>Instruction/class/lecture - include lecture-demonstrations and workshops</td>
</tr>
<tr>
<td>13</td>
<td>Marketing; see Field 53</td>
</tr>
<tr>
<td>14</td>
<td>Professional support - administrative - see Fields 46 and 50</td>
</tr>
<tr>
<td>15</td>
<td>Professional support - artistic - see Fields 47 and 49</td>
</tr>
<tr>
<td>16</td>
<td>Recording/filming/taping [do not include creating art works or identification/documentation for archival or educational purposes; see 04 and 09]</td>
</tr>
<tr>
<td>17</td>
<td>Publication - (e.g., manuals, books, newsletters)</td>
</tr>
<tr>
<td>18</td>
<td>Repair/restoration/conservation</td>
</tr>
<tr>
<td>19</td>
<td>Research/planning - include evaluation</td>
</tr>
<tr>
<td>20</td>
<td>School residency - artists in residence primarily in an educational institution</td>
</tr>
<tr>
<td>21</td>
<td>Other residency - artists in residence in other than educational institutions</td>
</tr>
<tr>
<td>22</td>
<td>Seminar/conference [note deletion of touring]</td>
</tr>
<tr>
<td>23</td>
<td>Equipment purchase/lease/rental</td>
</tr>
<tr>
<td>24</td>
<td>Distribution of art - e.g., films, books, prints; include broadcasting</td>
</tr>
<tr>
<td>25</td>
<td>Apprenticeship/internship</td>
</tr>
<tr>
<td>26</td>
<td>Regranting</td>
</tr>
<tr>
<td>27</td>
<td>Translation</td>
</tr>
<tr>
<td>28</td>
<td>Writing about art (criticism)</td>
</tr>
<tr>
<td>29</td>
<td>Other</td>
</tr>
</tbody>
</table>
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system GRANTS MANAGEMENT
revision ADD NECESSARY FIELD 39A PROJECT TYPE

Did not exist -- New Field

LABEL: 39A. Project Type
PLACEMENT: After 39. Type of Activity
TYPE REQUIRED: Text
NEED: Necessary
POSSIBLE FIELD SIZE: 3
DEFINITION:

In each of the categories below, indicate if the project for which "Applicant" is requesting support is predominantly any of the following (choose only one in each group):

GROUP I

1 presenting/sponsoring -- grants (or the dollar equivalent of direct services) to sponsors/presenters for the engagement and presentation to the general public of artists, and of exhibitions, readings, screenings, etc. produced elsewhere. (Do not include general support grants where a small or indeterminate portion goes for presenting.)

2 touring -- grants (or the dollar equivalent of direct services) to arts producing organizations and artists which primarily support performance or exhibition tours, residencies in which public performance is the major element, readings, screenings, and similar activities resulting in the movement of art works and artists for the benefit of audiences in different geographic areas. (Do not include general support grants where a small or indeterminate portion goes for touring.)

3 none of the above

GROUP II

4 arts education -- any organized and systematic educational effort with the primary goal of increasing knowledge of the arts or skills in the arts

5 arts in education -- any organized and systematic educational effort which uses the arts to teach non-arts subjects

6 none of the above

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

add this field to existing grants management systems

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**

GRANTS MANAGEMENT

**revision**

CHANGE THE NAMES OF FIELDS 40-45

**existing** (ALL IN ORDER, page 124, 131)

<table>
<thead>
<tr>
<th>existing</th>
<th>revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>40. City</td>
<td>40. City of Project</td>
</tr>
<tr>
<td>41. County</td>
<td>41. County of Project</td>
</tr>
<tr>
<td>42. Legislative District (House)</td>
<td>42. Legislative District of Project (House)</td>
</tr>
<tr>
<td>43. Legislative District (Senate)</td>
<td>43. Legislative District of Project (Senate)</td>
</tr>
<tr>
<td>44. Congressional District</td>
<td>44. Congressional District of Project</td>
</tr>
<tr>
<td>45. Region</td>
<td>45. Region of Project</td>
</tr>
</tbody>
</table>

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

use the new terms when forms are reprinted

do not confuse these fields, which are used by few public arts agencies,
with the "of Applicant" fields, which are used by nearly every National Standard user

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**  
GRANTS MANAGEMENT

**revision**  
CLARIFY DISTINCTIONS BETWEEN PERSONNEL FIELDS 46-48 AND OUTSIDE PROFESSIONAL FIELDS 49-50 (AFFECTS FIELDS 89-91, 92-93, 101-103, and 104-105)

**existing** (ALL IN ORDER, pages 124, 131)

46. Personnel - Administrative  
47. Personnel - Artistic  
48. Personnel - Technical/Production  
Payments for salaries, wages, fees and benefits specifically identified with the project, for...

49. Outside Professional Services - Artistic  
50. Outside Professional Services - Other

**revision**

46. Personnel - Administrative  
47. Personnel - Artistic  
48. Personnel - Technical/Production  
Payments for employee salaries, wages (note deletion) and benefits specifically identified with the project, for...

49. Outside Artistic Fees and Services  
50. Outside Other Fees and Services

**conversion(s)** redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint  
learn new field labels and definitions  
use new field labels and definitions when forms are reprinted

-23-
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system GRANTS MANAGEMENT
revision CLARIFY BUDGET DEFINITIONS

existing (ALL IN ORDER, pages 124, 125, 131, 132)

48. Personnel - Technical/Production
[definition gives many examples]

52. Travel
All costs for travel directly related to the travel of an individual or individuals from "Applicant" (organization) and specifically identified with the project... [several examples].

53. Marketing
All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms which belong under "Personnel," Fields 46-48, or "Outside Professional Services," Fields 49-50. Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink, and space rental when directly connected to fund-raising or promotion.

54. Remaining Operating Expenses
[definition gives many examples]

58-68 In-kind xxxx
Expenses for xxxx specifically identified with the project which are defrayed by in-kind contributions.

conversion(s) redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint
learn new definitions; use new definitions when forms are reprinted

revision

48. Personnel - Technical/Production
[add to definition:] exhibit preparers and installers

52. Travel
All costs for travel directly related to the travel of an individual or individuals [note deletion] and specifically identified with the project... [several examples]. For trucking, shipping, or hauling expenses, see Remaining Operating Expenses, Field 54.

53. Marketing
All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments (etc.) ..., Fields 49-50. Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to [note deletion of fund-raising] promotion, publicity, or advertising. For fund-raising expenses, see Remaining Operating Expenses, Field 54.

54. Remaining Operating Expenses
[add to definition:] fund-raising expenses

58-68 In-kind xxxx
The value of xxxx specifically identified with the project which are provided to "Applicant" by volunteers or outsider parties at no cash cost to "Applicant."
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system** GRANTS MANAGEMENT

**revision** CLARIFY AND CORRECT INCOME FIELDS OF THE BUDGET
DELETE OPTIONAL FIELD 80 AND NECESSARY FIELD 123

**existing (ALL IN ORDER, page 125)**

70. Admissions
71. Contracted Services Revenue
72. Corporate Contributions
73. Foundation Grants
74. Other Private Contributions
75. Government Grants - Federal
76. Government Grants - State/Regional
77. Government Grants - Local
78. Other Revenue
79. Applicant Cash
80. Total Applicant Cash Revenue
81. Grant Amount Requested
82. Total Cash Revenue

[Note the deletion below in the Report Fields that correspond to the Fields 79, 80, 81]

122. Actual Applicant Cash
123. Actual Total Applicant Cash Revenue
124. Grant Amount Spent

**conversion(s)** redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

learn new field labels and definitions

use new field labels and definitions when forms are reprinted

delete Field 80 "Total Applicant Cash Revenue" (and Field 123) if desired

(Income Budget Fields continued on next page)
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

Notes on the definitions for the revised fields

Existing (All IN ORDER, page 133)

70. Admissions

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events of the project.

71. Contracted Services Revenue

Revenue derived from fees earned through sales of services (other than this grant request). Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

72. Corporate Contributions

Revenue derived from contributions given for this project (other than this grant request) by businesses and corporations, or a proportionate share of such contributions allocated to this project.

73. Foundation Grants

Revenue derived from grants given for this project (other than this grant request) by private foundations, or a proportionate share of such grants allocated to this project.

74. Other Private Contributions

Revenue derived from cash donations given for this project or a proportionate share of general donations allocated to this project. Do not include corporate, foundation, or government contributions and grants.

(Income Budget Fields continued on next page)
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system GRANTS MANAGEMENT
revision CLARIFY INCOME BUDGET FIELDS, continued

Notes on the definition for the revised fields (continued)

existing revision

[See page 133, ALL IN ORDER]

75-77. Government Grants - xxxx

Revenue derived from grants given for this project (other than this grant request) by agencies of the xxxx government, or a pro­portionate share of such grants allocated to this project.

75-77. Government Support - xxxx

Cash support derived from grants or appropriations given for this pro­ject (other than this grant request) by agencies of the xxxx, or a pro­portionate share of such grants or appropriations allocated to the project.

78. Other Revenue

Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, etc.

78. Other Revenue

Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

79. Applicant Cash

Funds from "Applicant's" accumulated resources that "Applicant" has budgeted or reasonably antici­pates needing before the project take place. For final reporting purposes, if less is required by the project, "Applicant" should report only

79. Applicant Cash

Funds from "Applicant's" present and/or anticipated resources that "Applicant" plans to provide to pro­posed project. [(strike) For final reporting pur­poses, if less is required by the project, "Applicant" should report only the amount required.]

(See Model Layout for Budget Fields on following pages)
<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Cash Expenses</th>
<th>In-Kind Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artistic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical/Production</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Outside Fees and Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artistic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Space Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Remaining Operating Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Capital Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acquisitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. TOTAL CASH EXPENSES</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>9. TOTAL IN-KIND CONTRIBUTIONS</td>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>

...continued...
National Standard GRANT APPLICATION BUDGET FIELDS -- MODEL LAYOUT
Revision (released 1984 for implementation in Fiscal Year 1986)

<table>
<thead>
<tr>
<th>INCOME Revenue</th>
<th>Cash Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Admissions</td>
<td>$</td>
</tr>
<tr>
<td>2. Contracted Services Revenue</td>
<td></td>
</tr>
<tr>
<td>3. Other Revenue</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Corporate Support</td>
</tr>
<tr>
<td>5. Foundation Support</td>
</tr>
<tr>
<td>6. Other Private Support</td>
</tr>
<tr>
<td>7. Government Support</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>8. Applicant Cash</td>
</tr>
</tbody>
</table>

9. Grant Amount Requested $ 

10. TOTAL CASH INCOME $ 

1 do not include this grant request

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**
GRANTS MANAGEMENTS

**revision**
CLARIFY DEFINITION OF FIELDS 83 AND 84 (affects fields 126 and 128)

**existing** (ALL IN ORDER, pages 133, 134, 135)

83. **Individuals to Benefit** (affects 126 Actual Individuals Benefiting)

The total audience, participants, students, etc., (excluding employees and/or paid performers) that are anticipated to benefit directly from this project.

84. **Artists Participating** (affects 128 Actual Artists Participating)

The total number of artists directly involved in providing artistic services specifically identified with the project.

**conversion(s)**
redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

learn new definitions; use new definitions when forms are reprinted
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

GRANTS MANAGEMENTS

revision MAKE 128 ACTUAL ARTISTS PARTICIPATING NECESSARY

existing (ALL IN ORDER, pages 127, 135)

128 Actual Artists Participating
Optional

revision

128 Actual Artists Participating
Necessary

conversion(s)

redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

add this field to grants management systems if not already included
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system** | ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES  
**revision** | CLARIFY CATEGORIES IN 11 TYPE OF SPACE (PERFORMING ARTS)

<table>
<thead>
<tr>
<th>Existing (ALL IN ORDER, pages 144, 146)</th>
<th>Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Type of Space (performing arts)</td>
<td>11. Type of Space (performing arts)</td>
</tr>
<tr>
<td>01 traditional proscenium theatre</td>
<td>01 traditional proscenium theatre</td>
</tr>
<tr>
<td>with loft space</td>
<td>with fly space</td>
</tr>
<tr>
<td>02 traditional proscenium theatre</td>
<td>02 traditional proscenium theatre</td>
</tr>
<tr>
<td>without loft space</td>
<td>without fly space</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>07 multi-purpose auditorium with fly</td>
<td>07 multi-purpose auditorium with fly</td>
</tr>
<tr>
<td>loft space</td>
<td>(note deletion) space</td>
</tr>
<tr>
<td>08 multi-purpose auditorium with stage</td>
<td>08 multi-purpose auditorium with stage</td>
</tr>
<tr>
<td>but no fly loft space</td>
<td>but no fly (note deletion) space</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Conversion(s)**: redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint  
use new wording when forms are reprinted
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES
revision CHANGE THE DEFINITION OF 12 UNION MUSICIANS
and 13 UNION STAGEHANDS

existing (ALL IN ORDER, pages 144, 146)

12. Union Musicians
Is "Space" required to use its own
union musicians? Yes or No.

13. Union Stagehands
Is "Space" required to use its own
union stagehands? Yes or No.

revision

12. Union Musicians
Is "Space" required to use local
union musicians? Yes or No.

13. Union Stagehands
Is "Space" required to use local
union stagehands? Yes or No.

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

learn new definition; use new definition when forms are reprinted
obtain new data for existing entries which answered "No" to these
questions

-33-
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES
revision REDEFINE 23 ORCHESTRA PIT SIZE

existing (ALL IN ORDER, pages 145, 147)

23. Orchestra Pit Size
The linear foot measurements from which orchestra pit's area in square feet can be calculated (i.e. ___' by ___').

revision

23. Orchestra Pit Size
The orchestra pit's area in square feet.

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

learn new definition; use new definition when forms are reprinted
examine existing data and re-enter it according to the new definition

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**
ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES

**revision**
CLARIFY 24 STAGE FLOOR TYPE CODE

---

### existing (ALL IN ORDER, pages 145, 147)

24. Stage Floor Type  
"The type of floor on the main playing area. The following code will be used."

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>sprung wood</td>
</tr>
<tr>
<td>2</td>
<td>concrete</td>
</tr>
<tr>
<td>3</td>
<td>tile on concrete</td>
</tr>
<tr>
<td>4</td>
<td>tile on wood</td>
</tr>
<tr>
<td>5</td>
<td>wood on concrete</td>
</tr>
<tr>
<td>6</td>
<td>carpet on wood</td>
</tr>
<tr>
<td>7</td>
<td>carpet on concrete</td>
</tr>
<tr>
<td>8</td>
<td>other</td>
</tr>
</tbody>
</table>

---

### revision

24. Stage Floor Type  
"The type of floor on the main playing area. The following code will be used."

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>sprung wood (not over concrete)</td>
</tr>
<tr>
<td>2</td>
<td>concrete</td>
</tr>
<tr>
<td>3</td>
<td>tile on concrete</td>
</tr>
<tr>
<td>4</td>
<td>tile on wood (no concrete base)</td>
</tr>
<tr>
<td>5</td>
<td>wood on concrete</td>
</tr>
<tr>
<td>6</td>
<td>carpet on wood</td>
</tr>
<tr>
<td>7</td>
<td>carpet on concrete</td>
</tr>
<tr>
<td>8</td>
<td>other</td>
</tr>
</tbody>
</table>

---

**conversion(s)**
redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

use new wording when forms are reprinted

---

-36-
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**  ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES

**revision**  CHANGE THE DEFINITION OF 32 LIGHTING INSTRUMENTS AVAILABLE

(existing (ALL IN ORDER, pages 145, 147)  revision

32. Lighting Instruments Available
The number of lighting instruments
(such as Lekos and Fresnels) in
"Space." Enter 0 if none.

32. Lighting Instruments Available
Are (note deletion) lighting
instruments (such as Lekos and
Fresnels) available in "Space"?
Yes or No.

conversion(s)  redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

for any entries having 0 in the field, change to N or NO; for
entries having any other number in the field, change to Y or YES
use new definition when forms are reprinted
National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**
ARTS RESOURCE DIRECTORY: VISUAL ARTS FACILITIES

**revision**
CLARIFY THE DEFINITION OF 16 RUNNING FEET FOR TEMPORARY EXHIBITIONS

---

existing (ALL IN ORDER, pages 149, 150)

16. Running Feet for Temporary Exhibitions
The number of running feet of wall in the "Galleries for Temporary Exhibitions." Enter 0 if none.

---

revision

16. Running Feet for Temporary Exhibitions
The number of running feet of wall in the "Galleries for Temporary Exhibitions." Exclude portions not available for display at artwork (e.g., windows, doors, vents). Enter 0 if none.

---

**conversion(s)**
redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

use new definition when forms are reprinted

---

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

**system** ARTS RESOURCE DIRECTORY: VISUAL ARTS FACILITIES
**revision** CLARIFY 21 TYPE OF LIGHTING AND 25 TRAINED STAFF AVAILABLE

**existing (ALL IN ORDER, pages 149, 150, 151)**

21. Type of Lighting
The type of lighting available in "Space."

1 fluorescent
2 incandescent
3 natural
4 track
5 other

25. Trained Staff Available
Is trained staff available to install exhibits? Yes or No.

**revision**

21. Type of Lighting
The primary type of lighting available in "Space." The following code will be used:

1 fluorescent
2 fixed incandescent
3 natural
4 track
5 other

25. Trained Personnel Available
Are trained personnel available to install exhibits? Yes or No.

**conversion(s)** redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint
use new field labels and definitions when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system ARTS RESOURCE DIRECTORY: INDIVIDUALS IN THE PERFORMING AND LITERARY ARTS
revision CHANGE CODE 8 TYPE

existing (ALL IN ORDER, pages 153, 154)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>choreographer</td>
</tr>
<tr>
<td>02</td>
<td>dancer</td>
</tr>
<tr>
<td>03</td>
<td>composer</td>
</tr>
<tr>
<td>04</td>
<td>conductor</td>
</tr>
<tr>
<td>05</td>
<td>choreographer</td>
</tr>
<tr>
<td>06</td>
<td>dancer</td>
</tr>
<tr>
<td>07</td>
<td>composer</td>
</tr>
<tr>
<td>08</td>
<td>conductor</td>
</tr>
<tr>
<td>27</td>
<td>stage manager</td>
</tr>
<tr>
<td>28</td>
<td>writer/poet</td>
</tr>
<tr>
<td>29</td>
<td>playwright</td>
</tr>
<tr>
<td>30</td>
<td>other</td>
</tr>
</tbody>
</table>

revision

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>choreographer</td>
</tr>
<tr>
<td>02</td>
<td>dancer</td>
</tr>
<tr>
<td>03</td>
<td>composer</td>
</tr>
<tr>
<td>04</td>
<td>conductor</td>
</tr>
<tr>
<td>27</td>
<td>stage manager</td>
</tr>
<tr>
<td>28</td>
<td>writer/poet</td>
</tr>
<tr>
<td>29</td>
<td>playwright</td>
</tr>
<tr>
<td>30</td>
<td>storyteller</td>
</tr>
<tr>
<td>31</td>
<td>interdisciplinary artist (one who produces art forms/art works that integrate art disciplines. Include performance artists.</td>
</tr>
<tr>
<td>32</td>
<td>other</td>
</tr>
</tbody>
</table>

conversion(s)

rere define, relabel, omit, renumber, add, reclassify & re-enter, reprint
change all entries coded 30 "other" to 32 "other"
code all storytellers (probably presently coded 12 "actor" or 30 "other") as 30 "storyteller."
code all interdisciplinary artists (probably presently coded 30 "other") as 31 "interdisciplinary artist."
use new code when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system
ARTS RESOURCE DIRECTORY: INDIVIDUALS IN THE VISUAL AND MEDIA ARTS
revision
RELABEL AND CHANGE CODE 8 TYPE OF ARTIST

existing (ALL IN ORDER, pages 156, 157, 158)

8. Type of Artist
The type of "Visual/Media Artist." The following code will be used:

01 architect/designer
02 graphic designer
03 graphic artist
04 painter - do not include watercolor; see "graphic artist," 03, for watercolor
05 sculptor
06 photographer
07 filmmaker
08 video artist - include holographic artist
09 ceramist
10
19 printer/binder/typographer
20 conceptual artist
21 performance artist
22 inter-media artist

[does not exist] [does not exist] [does not exist]

23 other

revision

conversion(s)
redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

convert all entries with code 03 "graphic artist" who are watercolorists to code 04 "painter"
convert all entries with code 08 "video artist" who are holographers to code 06 "photographer"
examine and re-code all entries having code 20 "conceptual artist" change entries coded 21 or 22 to 21 "interdisciplinary artist" change entries coded 23 "other" to 26 "other" use new code when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system ARTS RESOURCE DIRECTORY: INDIVIDUALS IN THE VISUAL AND MEDIA ARTS
revision RENAME "AGENT" FIELDS

existing (ALL IN ORDER, pages 156, 158)
 revision
9. Agent
10. Agent Telephone
9. Dealer
10. Dealer Telephone

conversion(s) redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint
use new field labels when forms are reprinted

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National Standard for Arts Information Exchange  
Revision (released 1984 for implementation in Fiscal Year 1986)

**system**  
ARTS RESOURCE DIRECTORY: VISUAL ARTS ORGANIZATIONS

**revision**  
DELETE FIELDS 09 AGENT AND 10 AGENT TELEPHONE

**existing (ALL IN ORDER, pages 162, 163)**  
revision

09. Agent  
delete

10. Agent Telephone  
delete

**conversion(s)**  
redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

delete these fields if desired
APPENDIX
Below are the instructions for using the Characteristics Code throughout the National Standard:

The following "Note" should appear beneath each field's definition. It is shown here once but is to be included with each use of the Characteristics Code.

Note: Unlike other National Standard codes, several of these code categories may apply in any given case. Therefore, all applicable codes should be selected (e.g., a Native American audience of deaf eleventh graders would be coded "NYD"). Any categories needed by an agency but not available here (e.g., French American, rural, preschool, summer resident, etc.) can be added, but it must be understood that these categories would be used in addition to and not instead of the National Standard (e.g., a French American audience would be coded as such in addition to "W - White, not Hispanic").

Bracketed material is noted for the use of collecting agencies only; it should not appear on forms.

**GRANTS MANAGEMENT**

10. Applicant Characteristics

Descriptors designed to enable "Applicant" to identify itself according to that person's or organization's predominant characteristics. The following code and instructions will be used:

Note: Because the consistency of this information depends on the "Applicant's" own perception of its characteristics, information must be obtained directly from the "Applicant" and must not be edited or changed by the collecting agency. The following instruction must appear (exactly as shown) on the form or document used to collect the information.

Choose the categories below which describe the applicant individual's or applicant organization's predominant characteristics. Use more than one category only if needed.

- **G** general** (adult, general characteristics)
- **N** American Indian/Alaskan Native*
- **A** Asian/Pacific Islander*
- **B** Black, not Hispanic*
- **H** Hispanic*
- **W** White, not Hispanic*
- **C** child
- **Y** secondary school student
- **U** college/university student
- **S** senior citizen

(Continued on next page)
ARTS RESOURCE DIRECTORIES

Arts Resource Directories: Individuals in the Performing and Literary Arts

and

Arts Resource Directories: Individuals in the Visual and Media Arts

12. Characteristics

Descriptors designed to enable an agency to identify "Individual," Field 1, according to that person's characteristics. The following code and instructions will be used:

**Note:** Because the consistency of this information depends on the "Individual's" own perception of his/her characteristics, information must be obtained directly from the "Individual" and must not be edited or changed by the collecting agency. The following instruction must appear (exactly as shown) on the form or document used to collect the information:

Choose the categories which describe your predominant characteristics. Use more than one category only if necessary.

- American Indian/Alaskan Native*
- Asian/Pacific Islander
- Black, not Hispanic*
- Hispanic*
- White, not Hispanic*
- Child
- Secondary school student
- College/university student
- Senior citizen
- Mentally or psychologically impaired
- Hearing impaired
- Visually impaired
- Otherwise physically impaired
- Institutionalized (other than correctional)
- Institutionalized (correctional)
- Veteran
- Woman

* See footnote on page 134 of ALL IN ORDER
National Standard for Arts Information Exchange
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Arts Resource Directories: Sponsors/Presentors

14. Audience Type

The type(s) of audience(s) to which "Sponsor/Presentor" offers its services. The following code and instructions will be used:

Note: Because the consistency of this information depends on the "Sponsor/Presentor's" own perception of its audiences, the information must be obtained directly from the "Sponsor/Presentor" and must not be edited or changed by the collecting agency. The following instructions should appear (exactly as shown) on the form or document used to collect the information:

Choose the categories which describe the predominant characteristics of the type of audiences to which you offer your services.

G general (adult, general characteristics)
Use this code unless your programs are targeted specifically for one or more of the special groups listed below.

[1ist the remainder of the Characteristics Code as above]
The REVISIONS AND IMPLEMENTATION SCHEDULE for the National Standard for Arts Information Exchange is a companion piece to ALL IN ORDER: INFORMATION SYSTEMS FOR THE ARTS, which contains the National Standard for Arts Information Exchange.

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