

Revisions to the National Standard for Arts
Information Exchange

Technical Implementation Manual

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INTRODUCTION

State Arts Agencies, NASAA, and The National Endowment for the Arts

The National Assembly of State Arts Agencies (NASAA) is a nonprofit, tax-exempt membership organization representing the state arts agencies of the United States and six U.S. jurisdictions: American Samoa, the District of Columbia, Guam, the Northern Marianas, Puerto Rico, and the U.S. Virgin Islands. NASAA serves as the collective voice and service organization for these agencies. It provides these agencies opportunities for information exchange, leadership development, issue analysis and legislative advocacy.

The Statement of Mission of the National Endowment for the Arts (NEA) notes that one of the ways the federal government should promote American culture and artistic excellence is through state and local arts agencies. The State and Regional Program at the NEA is charged with fulfilling this part of the mission.

The NEA's 1990 re-authorization mandates that 30 percent of its program funds must be allocated to state arts agencies. The State and Regional Program at the NEA administers 25% of these funds. The program allocates to state arts agencies and regional arts organizations bloc grants known as Basic State Grants (BSG) or Regional Arts Programming Grants (RAPG). States and regions with plans approved by the State and Regional Program Panel are eligible to receive these bloc grants. Currently, each agency receives at least \$290,000 in the form of an annual bloc grant, and additional funds apportioned on the basis of their share of the population of the United States. State arts agencies may use BSG money for re-granting, salaries, travel, technical assistance, and other uses that respond to state-determined needs.

The program also administers approximately half of the additional 5 percent of NEA program funds set aside for state arts agencies to address, on a competitive basis, the needs and concerns of rural and underserved arts organizations.

Other NEA funds are available to state arts agencies from several program areas. For example, most state arts agencies receive NEA arts education funds which are then re-granted to artists and schools. Funds awarded through these areas must be spent on the specific projects for which the money is awarded.

The National Standard for Arts Information Exchange

Documentation of federal and state funds used to support the arts is through the use of the National Standard for Arts Information Exchange. The National Standard is a set of terms, definitions, and guidelines for organizing and reporting information about artistic grantmaking activities. The National Standard includes specifications for mailing lists, grants management systems, and eight arts resource directories.

The National 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. This program has realized its goal of improving the management of state arts agency grantmaking by promoting compatibility in the collection, organization, and exchange of arts information.

Revision to the National Standard for Arts Information Exchange

In 1980, the NASAA Board of Directors adopted a set of procedures for future maintenance and amendment of the National Standard. These procedures include:

- o Written comments and specific proposals may be submitted to the NASAA office at any time.
- o These suggestions, as well as those proposed by staff will be reviewed by a committee.
- o Committee recommendations will be submitted to the NASAA membership and all interested parties in the arts community for review and comments.
- o Formal amendment recommendations will be made to the NASAA Board every four years. Changes to the National Standard adopted by the Board will then be published and go into effect within a realistic and Board-approved time frame.

This set of procedures was followed in the first National Standard revision of 1983-84, and again during the current revision. In December 1989, the NASAA Research and Information staff began to think about the adequacy of many aspects of the National Standard. They determined that in seven areas National Standard coding procedures were not working optimally.

At the February 12, 1990 meeting of the NASAA Research and Information Advisory Committee (RIC), the seven data collection problems were discussed. At that time, NASAA staff presented to the committee three to four options for addressing each problem. The committee instructed NASAA staff to survey state arts agency grants officers and then formulate precise solutions for three of the seven problems. The committee determined that the remaining four problems should not be addressed at this time.

NASAA surveyed state arts agency grants officers in May 1990, and then incorporated grants officers' opinions into its proposals for solving the three problems.

NASAA staff presented the proposals at the August 24, 1990 meeting of the Research and Information Advisory Committee. In response to a request made by Ed Dickey, director of the State and Regional Program at the NEA, NASAA staff also added a fourth proposal - a field to assess all possible locations of funded activities. The committee approved all four proposals and instructed NASAA Director of Research Dr. Jeffrey Love to review the changes with SAA executive directors and grants officers attending the NASAA 1990 annual meeting in Milwaukee. During this review, many grants officers questioned the need for these changes. A few grants officers also requested that we add another proposal to our recommendations - a separate field to measure state arts agency international grantmaking activities.

Because of these questions, NASAA staff decided to re-open the discussion of the changes. The grants officers at the annual meeting selected seven representatives to gather opinions from all state arts agencies. On December 13 and 14, NASAA research and information staff held conference calls with these representatives. Information from these conference calls, along with letters received from some grants officers were used to further refine NASAA's proposals. On December 27, re-formulated proposals were issued to, and approved by the seven grants officer

representatives. On January 25, 1991, the Research and Information Advisory Committee discussed the re-formulated proposals and approved five of them.

On May 10, 1991 the NASAA Board of Directors formally adopted the recommended changes, and the recommended implementation schedule for each change. With the issuing of this document, these five changes officially become part of the National Standard for Arts Information Exchange.

Available Technical Assistance

Changing applications, final report forms and grants management systems are not easy tasks to accomplish. NASAA wants to assist state arts agencies by insuring that these changes are implemented as smoothly as possible. NASAA offers several avenues by which state arts agencies may receive technical support. First, state arts agencies may always call us to ask questions. NASAA's National Standard Coordinator and Director of Research are more than willing to help in any way possible. Second, states with extensive problems may request a National Standard site visit. Depending upon the severity of the problem, and our own budgetary constraints, the National Standard Coordinator will visit state arts agencies to assist with any problems associated with information collection and grants management. Third, NASAA will quickly review all revisions to application and final report forms. **When revising your forms to include these changes, please send draft copies to the Director of Research at NASAA.** Fourth, NASAA will conduct six regional technical assistance workshops this Fall. Each workshop will feature instruction in using the National Standard as well as assistance in implementing the changes. **If you would like to attend the workshop in your region, please have your executive director call Jeffrey Love at NASAA no later than September 13th, 1991 and submit your name.** Depending on our budget, NASAA will pay a portion of the travel and accommodation expenses of one person designated by each state arts agency and regional organization.

Regional Technical Assistance Workshops

<u>DATE</u>	<u>CITY</u>	<u>STATES/REGIONALS COVERED</u>
October 12	Boston	MA, NY, ME, VT, NH, CT, RI, NJ, NEFA
October 19	Washington DC	PA, DC, MD, DE, OH, WV, VA, MAAF
October 26	Atlanta	NC, SC, GA, TN, AL, KY, AR, MS, LA, FL, PR, VI, SAF
November 16	St. Louis	IN, IL, MI, WI, IA, MN, MO, NE, KS, OK, TX, SD, ND, AM, MAAA
November 23	Las Vegas	MT, ID, WY, CO, NM, UT, AZ, NV, OR, WA, CA, AK, WESTAF
December 14	Honolulu	HI, GU, AS, CM, CPAC

FIRST NATIONAL STANDARD CHANGE

Rewording the Definition of Code 14 "Multidisciplinary" of Discipline Fields within National Standard Grants Management System, Mailing List System, and Arts Resource Directory Systems

TYPE OF CHANGE: Revision of existing codes within nine existing fields

SYSTEMS CHANGED: Grants Management System: Applicant Discipline - field 1C
Project Discipline - field 38

Mailing List System: Discipline - field 5

Arts Resource Directory Systems: Exhibitions - field 16
Perf./Lit. Arts - field 7
Visual/Media Arts - field 7
Perf. Arts Orgs. - field 13
Visual Arts Orgs. - field 13
Sponsors/Presentors - field 13

TYPE OF FIELD: Alphanumeric

STATUS OF CHANGE: Necessary

FIELD SIZE: 3 characters

IMPLEMENTATION: The new definition of "multidisciplinary" should be included on application forms at your agency's next printing, and no later than for data collected for fiscal year (FY) 1994 activities. State arts agency application forms for grants to be completed during FY1994 should contain this new definition.

DEFINITIONS: **OLD DEFINITION of Code 14 of all discipline fields in all systems reads:**

"Multidisciplinary - pertaining to two or more of the arts disciplines above (do not include interdisciplinary activities or events)."

NEW DEFINITION for code 14 of all discipline fields in all systems reads:

"Multidisciplinary pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multidisciplinary. Do not include 'interdisciplinary' activities or events - see Interdisciplinary, code 11."

JUSTIFICATION:

In FY1989, state arts agencies made 6,014 grants to activities defined as "multidisciplinary." These grants totaled over \$65 million dollars, or about 27% of all funds awarded. In FY1989 and in all other years documented by Final Descriptive Reports (FDRs), multidisciplinary activities are the most heavily supported of all disciplines. Because we cannot further segment the precise disciplines of grantees coded as multidisciplinary, we cannot indicate the complete picture of funding to the disciplines by state arts agencies. Originally, NASAA proposed that any project coded as multidisciplinary should also have sub-codes added to further define precisely which disciplines received funding. This proposal was dropped because grants officers firmly believe that such detailed information cannot be collected.

We based our original recommendation for segmenting the multidisciplinary code on the assumption that more and more SAAs were awarding funds to multidisciplinary projects. We also assumed that these projects were truly multidisciplinary, and could not be coded with another discipline code. Recent analysis indicates, however, that many of the grants awarded by all states might be coded with another discipline code if the definition of the multidisciplinary code were not so vague as to allow the inclusion of many types of grants.

NOTE:

State arts agencies that allow grantees to complete discipline information should print the entire definition of "multidisciplinary" on their application forms. Similarly, the definitions of other National Standard codes that are not easily understood should be printed on application or final report forms.

SECOND NATIONAL STANDARD CHANGE

Replacing the Grants Management System Current Optional "City of Project Field" with an Optional "ZIP Code(s) of Project Field"

TYPE OF CHANGE:	Replacement of an existing GMS optional field with another, more precise, optional field.
SYSTEMS CHANGED:	Grants Management System: City of Project - field 40 is deleted and replaced with ZIP Code(s) of Project as the new field 40
TYPE OF FIELD:	Alphanumeric
STATUS OF CHANGE:	Optional
FIELD SIZE:	The new GMS field 40 will consist of five data fields. Each data field will be five characters in length.
IMPLEMENTATION:	<p>This is an optional field. State arts agencies are not required to report this data to either the NEA or NASAA. Also, the fact that the ZIP Code(s) of Project field replaces the old City of Project field <u>does not</u> mean states currently collecting City of Project information are required to adopt the new field. State arts agencies that desire this type of information may use either City of Project or ZIP Code(s) of Project fields.</p> <p>State arts agencies who wish to use the ZIP Code(s) of Project field should collect up to five ZIP Codes for areas where the activity of a funded project occurred. If a project occurs in more than five ZIP Code areas, states should indicate the five ZIP Codes where a majority of the project's activities occur. Since tracking how grantees use operating support grants is difficult, states may not want to collect Project ZIP Code(s) information on GOS grants. State arts agencies should not submit Project ZIP Code(s) information to the NEA or NASAA.</p>
JUSTIFICATION:	NASAA always seeks to promote the value of state support for the arts. Currently, the National Standard gives us the capacity to report the city of each grant recipient, and the name of the city where a majority of a project's activities are held. However, in order to more accurately indicate how state and federal funds are being used to support the arts, the National Standard should have the capacity to accurately indicate characteristics of all communities served by projects receiving public funds. The only way this can be achieved is through the collection of ZIP Codes for all areas served by supported projects. From ZIP Codes, NASAA can generate many types of information, such as the characteristics of people in each area served, or more accurate U.S. congressional district

information. This information would greatly strengthen our arguments about the value of the NEA, the state arts agencies, and the partnership between federal and state efforts to fund the arts.

THIRD NATIONAL STANDARD CHANGE

Adding a Field to Track International Grantmaking to the National Standard Grants Management System

TYPE OF CHANGE:	Adding a new necessary field to the Grants Management System. This field will be called "International Activity" and will become field #39B.
SYSTEMS CHANGED:	Grants Management System: Add International Activity field as field #39B
TYPE OF FIELD:	Alphanumeric
STATUS OF CHANGE:	Necessary
FIELD SIZE:	Two characters in length. Possible answers for this field are "Y" (YES) for grants that conform to listed criteria, and "N" (NO) for grants that do not conform to criteria. The designation of "-1" may be used for missing data.
CRITERIA:	<p>The International Activity field may be coded as "Y" (YES) if the grant in question conforms to any of the following criteria:</p> <ul style="list-style-type: none">(1) support connected with your grantees visiting other countries, or(2) support connected with foreign artists visiting your state or the U.S., or(3) support connected with any cultural exchange program, or(4) support used by your grantees to make linkages with artists or institutions in other countries, or(5) grants made to yourself to establish or administer international programs in your agency.
IMPLEMENTATION:	A question about whether or not a grant has international components/activities should be included on state arts agency application forms at the next printing, and no later than for data collected for FY1994 activities. FDRs for FY1994 should contain either a "Y" (YES) or "N" (NO) in the International Activity field for each grant record. The precise form of the question may vary. One form of the question could be to ask if a supported project or supported institution has international components, and then list the qualifying criteria. Another form could be to incorporate the qualifying criteria into the question. Whatever phrasing is used, please submit drafts of your questions to NASAA for review.

JUSTIFICATION:

According to results from our FY1990 state arts agency Profile survey, many state arts agencies have initiated, or plan to initiate, some type of international programming. In response to many requests from the field for this type of data collection, NASAA has established this International Activity data field.

FOURTH NATIONAL STANDARD CHANGE

Adding a Field to the National Standard Grants Management System to Track the Race/Ethnicity of State Arts Agency Grantees

TYPE OF CHANGE:	Adding a new necessary field to the Grants Management System. This field will be called "Grantee Race" and will become field #10A.
SYSTEMS CHANGED:	Grants Management System: Add Grantee Race field as field #10A
TYPE OF FIELD:	Text
STATUS OF CHANGE:	Necessary
FIELD SIZE:	Two characters, one character will be required for the racial code, while two will be necessary if "-1" is used to designate missing data.
IMPLEMENTATION:	Implementation of this data collection depends on how agencies intend to collect Grantee Race data. Application or final report forms should include NASAA's suggested questions, or some version of these questions, at the next printing, and no later than for data collected for FY1994 activities. That is, FDRs for FY1994 should contain an acceptable racial code for each grantee listed. Some states may want to collect this information separately from their application and final report forms. If these states use a questionnaire to be inserted into grant award letters, these questionnaires should reflect NASAA's suggested questions, and be inserted into grant award letters for FY1993 grants. If an agency is prohibited by state law from collecting race/ethnicity data from grantees, agency staff should estimate this information. These estimates should be included on FDRs submitted for FY1992 activities.
JUSTIFICATION:	NASAA membership has indicated that state arts agencies should develop plans for addressing issues of cultural diversity. SAA personnel can plan more effectively if they have a better understanding of the characteristics of organizations and artists receiving funds. Collecting this information on final descriptive reports is an efficient way to inform this planning. In addition to this, a recent request from the General Accounting Office (GAO) regarding racial information on SAA grantees illustrates the problems that occur when we do not anticipate and collect information that is important to federal and state governments. It is entirely possible that GAO could again request racial information about SAA grant recipients. If we institutionalize the collection of this data, GAO could come to NASAA for answers, and not bother the states with an enormous clerical task.

CODING CRITERIA AND SUGGESTED QUESTIONS:

Characterizing individuals who receive grants:

Coding should reflect the predominant racial characteristics of the grantee. This is most easily determined by allowing the grantee to identify his or her race. **We strongly recommend using the suggested question. The characteristics and codes listed below must be used. Please consult NASAA if your state government mandates other questions, characteristics, or codes.**

Suggested Question for Individuals:

Q. Using the characteristics listed below, please indicate your race.

<u>Characteristics</u>	<u>Code</u>
American Indian / Alaskan Native	N
Asian / Pacific Islander	A
Black, not Hispanic	B
Hispanic	H
White, not Hispanic	W
Multi-Racial (combination of those above if no single race applies)	M

Characterizing organizations that receive grants:

An organization should be racially classified according to the characteristics of its staff OR its board of directors OR its membership. That is, if at least half of an organization's staff OR at least half of its board of directors OR if at least half of its membership belong to one of the listed racial groups, then the organization is to be coded with that race/ethnicity classification. If an organization does not have at least half of its staff OR board OR membership within one racial group, it is to be coded as GENERAL. A GENERAL organization is in this sense one that employs, is directed by, or represents people of various races or ethnicities, and hence, may not specifically represent the culture, traditions, or values of any particular race or ethnicity. **We strongly recommend using the suggested question. The characteristics and codes listed below must be used. Please consult NASAA if your state government mandates other questions, characteristics, or codes.**

Suggested Question for Organizations:

Q. Using the characteristics listed below, please indicate the predominant racial characteristics of your organization. If at least half of your organization's staff OR at least half of your board of directors OR at least half of your members belong to one of the listed racial groups, then your organization is to be classified as that race. If none of these conditions apply, please classify your organization as "General."

<u>Characteristics</u>	<u>Code</u>
American Indian / Alaskan Native	N
Asian / Pacific Islander	A
Black, not Hispanic	B
Hispanic	H
White, not Hispanic	W
General (at least half of staff or board or membership <u>is not</u> one race)	G

NOTES:

It is extremely important that the criteria for determining the racial characterization of organizations be clearly understood by grantees. NASAA strongly recommends that these criteria be included in your application forms, final reports, or grant award letter race/ethnicity questionnaires. NASAA has put together a one-page data sheet to assist you in collecting Grantee Race and Project Race information. State arts agencies may publish this page in their forms, or use the actual form as an insert. This sheet appears at the end of this implementation manual.

The new Grantee Race field does not replace the current optional National Standard Characteristics field.

FIFTH NATIONAL STANDARD CHANGE

Adding a Field to the National Standard Grants Management System to Track the Race/Ethnicity of Projects Funded by State Arts Agencies

TYPE OF CHANGE:	Adding a new necessary field to the Grants Management System. This field will be called "Project Race" and will become field #10B.
SYSTEMS CHANGED:	Grants Management System: Add Project Race field as field #10B
TYPE OF FIELD:	Text
STATUS OF CHANGE:	Necessary
FIELD SIZE:	Two characters, one character will be required for the racial code, while two will be necessary if "-1" is used to designate missing data.
IMPLEMENTATION:	Implementation of this data collection depends on how agencies intend to collect Grantee Race data. Application or final report forms should include NASAA's suggested question, or some version of this question, at the next printing, and no later than for data collected for FY1994 activities. That is, FDRs for FY1994 should contain an acceptable racial code for each grantee listed. Some states may want to collect this information separately from their application and final report forms. If these states use a questionnaire to be inserted into grant award letters, these questionnaires should reflect NASAA's suggested question, and be inserted into grant award letters for FY1993 grants. If an agency is prohibited by state law from collecting race/ethnicity data about projects, agency staff should estimate this information. These estimates should be included on FDRs submitted for FY1992 activities.
JUSTIFICATION:	NASAA membership has indicated that state arts agencies should develop plans for addressing issues of cultural diversity. Since state arts agencies are devoted to serving a diverse population, it is important to understand not only the characteristics of grantees, but also the traditions and cultures expressed through funded projects. In addition, documentation of the characteristics of funded projects provides a valuable indicator of multicultural programming developed by non-minority organizations.

CODING CRITERIA AND SUGGESTED QUESTIONS:

Characterizing the racial characteristics of funded projects:

Using the same racial codes used to describe organizations, grantees should indicate if funded projects clearly emphasize or reflect the traditions or culture of any particular race. If a project does emphasize or reflect traditions or culture of a particular race, it should be coded with the symbol for that race. **We strongly recommend using the suggested question. The characteristics and codes listed below must be used. Please consult NASAA if your state government mandates other questions, characteristics, or codes.**

Many projects obviously will be reflective of particular traditions or cultures. **As a general guideline, a project can be considered "clearly reflective of a culture or tradition" if it is:**

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black, not Hispanic".

and / or

2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian/Pacific Islander" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.

Projects that do not clearly reflect the culture or traditions of a particular race should be coded as "G" for "General." If there is any doubt whether or not a project clearly reflects the culture or traditions of a particular race, it should be coded as "G" for "General".

If the grant is for general operating support, or administrative or artistic support used for many projects, categorizing by race may be difficult. If the activities of the individual or organization receiving this kind of support cannot be placed within suggested codes, the project should also be coded as General or "G".

When characterizing projects please do not split grant awards into percentages assigned to different racial groups. If the project in question has substantial content reflective of one racial group, use that code. If you are unsure about a project, code it as General or "G".

Suggested Question for Characterizing Funded Projects:

Q. Using the characteristics listed below, please indicate if the project for which you seek funding clearly emphasizes the culture or traditions of any one race. If your project does not emphasize the culture or traditions of one race, please code it as "General." If you seek or receive general operating support, or support for administrative or artistic expenses for many projects and cannot use one racial code, please code these projects also as General or "G".

<u>Characteristics</u>	<u>Code</u>
American Indian / Alaskan Native	N
Asian / Pacific Islander	A
Black, not Hispanic	B
Hispanic	H
White, not Hispanic	W
General (project <u>does not</u> emphasize any one race/ethnicity)	G

NOTE:

It is extremely important that the criteria for determining the racial characterization of projects be clearly understood by grantees. NASAA strongly recommends that these criteria be included in your application forms, final reports, or grant award letter race/ethnicity questionnaires. NASAA has put together a one-page data sheet to assist you in collecting Project Race and Grantee Race information. State arts agencies may publish this page in their forms, or use the actual form as an insert. This sheet appears at the end of this implementation manual.

The new Project Race field does not replace the current optional National Standard Characteristics field.

APPENDIX A

Final Descriptive Report Form: DETAIL

State Programs Office

National Endowment for the Arts

Arts Agency _____ BSG Number _____ BSG Start Date _____ BSG End Date _____ DETAIL page ___ of ___

Applicant Name				Cong	Project Type	Int	Requested	Expenses	BSG Share	SAA Share
Applicant City	Status	Inst	State Dis	Disc	Individuals	GR	Grant Award	Income	Other NEA	Other Share
Zip Code				Type	Artists	PR	Grant Spent	In-Kind		
Hillsdale Madrigal Singers				020	36	Y	500	1000	150	150
Hillsdale			NJ	02C	250	W	300	1000	0	0
22222-3333	02	05	02	05	12	W	300	0		

APPENDIX B

**NAME, ORDER, TYPE AND MAXIMUM LENGTH OF NATIONAL STANDARD
DATA FIELDS TO BE SUBMITTED BY DISKETTE**

<u>Field Name and Order</u>	<u>Field Type</u>	<u>Maximum Length</u>
1. Applicant name	alpha/numeric	30 characters
2. Applicant city	alpha/numeric	16 characters
3. Applicant state code	alpha/numeric	2 characters
4. Applicant ZIP code	alpha/numeric	5 characters
5. ZIP + 4 code	alpha/numeric	5 characters
6. Applicant status	alpha/numeric	2 characters
7. Applicant institution	alpha/numeric	2 characters
8. Applicant discipline	alpha/numeric	3 characters
9. Applicant Cong. district	alpha/numeric	3 characters
10. Discipline of project	alpha/numeric	3 characters
11. Type of activity	alpha/numeric	2 characters
12. Project type code	alpha/numeric	3 characters
13. Individuals benefitting	numeric	8 characters
14. Artists participating	numeric	6 characters
15. International activity	alpha/numeric	2 characters
16. Grantee Race	alpha/numeric	2 characters
17. Project Race	alpha/numeric	2 characters
18. Grant amount requested	numeric	8 characters
19. Grant award	numeric	8 characters
20. Grant amount spent	numeric	8 characters
21. Applicant total cash expenses	numeric	8 characters
22. Applicant total cash income	numeric	8 characters
23. Actual total in-kind contrib.	numeric	8 characters
24. BSG share	numeric	8 characters
25. Other NEA share	numeric	8 characters
26. SAA share	numeric	8 characters
27. Other share	numeric	8 characters

APPENDIX C

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

Race/Ethnicity Data Collection Form

INDIVIDUAL APPLICANTS:

Q. Please circle your race from the characteristics listed below:

American Indian / Alaskan Native	N
Asian / Pacific Islander	A
Black, not Hispanic	B
Hispanic	H
White, not Hispanic	W
Multi-Racial (combination of those above if no single race applies)	M

ORGANIZATIONAL APPLICANTS:

Q. Using the characteristics listed below, please circle the predominant racial characteristics of your organization. If at least half of your organization's staff OR at least half of your board of directors OR at least half of your members belong to one of the listed racial groups, then your organization is to be classified as that race. If none of these conditions apply, please classify your organization as "General."

American Indian / Alaskan Native	N
Asian / Pacific Islander	A
Black, not Hispanic	B
Hispanic	H
White, not Hispanic	W
General (at least half of staff or board or membership <u>is not</u> one race)	G

FOR BOTH INDIVIDUAL AND ORGANIZATIONAL APPLICANTS:

Q. Using the characteristics listed below, please indicate if the project for which you seek funding clearly emphasizes the culture or traditions of any one race. If your project does not emphasize the culture or traditions of one race, please code it as "General." If you seek or receive general operating support, or support for administrative or artistic expenses for many projects and cannot use one racial code, please code these projects also as General or "G".

American Indian / Alaskan Native	N
Asian / Pacific Islander	A
Black, not Hispanic	B
Hispanic	H
White, not Hispanic	W
General (project <u>does not</u> emphasize any one race/ethnicity)	G

NOTE: As a general guideline, a project can be considered "clearly reflective of a culture or tradition" if it is:

- (1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black, not Hispanic".

and / or
- (2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian/Pacific Islander" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.