

# National Standard Overview



NATIONAL  
ENDOWMENT  
FOR THE ARTS

# Preparing your FDR for the NEA

# SAA Partnership Agreement Final Descriptive Report (FDR) for NEA



## Statistical Data

- Totals Page— paper: 1 page
- Data sequencing Form – paper: 1 page
- Data CD, of your grant records



## American Masterpieces

- 2-page Narrative – paper – for all years
- CD of Photos & Captions (for **06-6100-xxxx** grants **only**)



## Challenge America

- 2-page Narrative – paper – for all years
- CD of Photos & Captions (for grants **before 07-6100-xxxx**)



## Folk Arts Infrastructure – *if applicable*

- 2-page Narrative – paper (beginning with **07-6100-xxxx** grant)

## FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – SAMPLE RECORD LAYOUT

State Arts Agencies Partnership Agreement Grant

SAA: \_\_\_\_\_ NEA Grant #: 0\_ - 6100 - 2\_\_ Start Date: \_\_\_ / \_\_\_ / \_\_\_ End Date: \_\_\_ / \_\_\_ / \_\_\_

Applicant Name		Cong	Activity	Youth Ben	Grantee Race	Requested*	Expenses	NEA Share	SAA Share
Applicant City	Status	ADisc*	Proj Descr	Individuals		Grant Award	Income	NEA Funding Purpose	Other Share
ZIP Code	State	Inst	PDisc	Arts Ed	Project Race	Spent*	In-Kind		SAA ID#*
1			9*	11		19*	22	25	26
2		6	8*	12	17	20	23	28	27
4&5	3	7	10	13	18	21*	24		29*

### New for Reports on Grants beginning 07-6100-xxxx:

**1. State Arts Plan Share & Other NEA Share consolidated into NEA Share**

Report on the total amount of NEA funds used in each award you make. No more dollar-by-dollar, component-by-component amounts.

**2. NEA Funding Purpose Field replaces NEA Source Field.**

Report on the intent of the funding using the new Purpose Codes rather than only which grant component the funds came from.

**3. Match required at the grant level instead of for each component (except AIE)**

AIE component must still be matched 1:1 as those funds are NEA program funds over and above the Congressionally-designated Partnership funds

# **FDR Part 1: Statistical ATTACHMENT 1**

## **Codes for “NEA Funding Purpose” Field**

Every grant record using “NEA Share” funds must contain a reference to the purpose(s) being addressed through the use of the NEA funds. Select code(s) from the list provided below and enter in the “NEA Funding Purpose” field to identify the purpose of the award. (If the grant in question addresses more than one purpose, enter all codes in the field.)

### **List of Valid “NEA Funding Purpose” Codes for State Arts Agencies**

#### **Partnership Agreement Grants – State Arts Agencies**

- SAP State Arts Plan Priorities
- PAE Arts Education
- PAU Underserved Communities
- PAC Challenge America
- PAM American Masterpieces
- FAI Folk & Traditional Arts Infrastructure
- POL Poetry Out Loud

**FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – TOTALS PAGE – For 07-6100-xxx & after**  
 STATE ARTS AGENCY (SAA) Partnership Agreement Grant *Point and click or tab to each space and enter data.*

SAA: \_\_\_\_\_ NEA Grant #: 0\_ - 6100 - 2\_ Start Date:  / / End Date:  / /

Part A: Program Totals	Individuals Artists	Requested* Grant Award Grant Spent*	Expenses Income In-Kind	NEA Share	SAA Share Other Share
		<b>4,325,150</b>		<b>300,000</b>	<b>700,000</b>
		<b>1,025,000</b>			<b>25,000</b>
		<b>1,025,000</b>			

Part B: Program & Administrative Totals	Column 1 NEA Share	Column 2 SAA Share	Column 3 Other Share	
1: Program Expenses (from Part A)	<b>300,000</b>	<b>700,000</b>	<b>25,000</b>	= <b>1,025,000</b> Total Grant Awards
2: Administrative Expenses	<b>+200,000</b>	<b>+800,000</b>		= <b>1,000,000</b> Total SAA Admin
3: Total Expenses	<b>=500,000</b>	<b>=1,500,000</b>	<b>=25,000</b>	= <b>2,025,000</b> Total Expenses

**Total Expenses for Column 1, NEA Share, should equal the total Partnership Agreement Grant Amount.**

\*Fields marked with an asterisk are not part of NEA reporting requirements.

**CHANGES Beginning with NEA FY 07 Partnership Agreements – (SAAs' FY 08 activities)**

1. NEA Share includes all NEA funds from Partnership Agreement no matter which grant component = elimination of "Other NEA" share field.
2. Elimination of matching requirement at the grant component level – with one exception: AIE component must be matched 1 to 1. Elsewhere in grant overmatch in a component may compensate for undermatch in a different component as long as entire grant is matched at least 1 to 1 = elimination of Line 4, Grant Component Match.

# SAA Partnership Agreement Totals Page

## Pre - NEA FY 07

## NEA FY 07 & Beyond

**FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – TOTALS PAGE – For 06-6100-xxxx & Earlier**  
 STATE ARTS AGENCY (SAA) Partnership Agreement Grant *Point and click or tab to each space and enter data.*

SAA: \_\_\_\_\_ NEA Grant #: 0\_ - 6100 - 2\_ Start Date: / / End Date: / /

Part A: Program Totals	Individuals Artists	Requested* Grant Award Grant Spent*	Expenses Income In-Kind	BSP Share Other NEA ##	SAA Share Other Share	##Other NEA: This field includes Partnership Agreement funds other than those from the Basic State Plan component, reported in "Grant Amount Spent"; i.e., SAA arts education, underserved, Challenge America and American Masterpieces; any remaining NEA funds to SAAs such as Folk Arts Infrastructure, consortium grants on which SAA was lead applicant, etc. Please break out the subtotals for Other NEA in columns 2, 3, 4, 5 and 6 below.
	3000	300		600		
	1200	108		##	25	
	1033					

Part B: Program & Administrative Totals	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Total
	Basic Plan Component	Arts Education Component	Underserved Component	Challenge America Component	American Masterpieces	Remaining Other NEA \$ (if any)	SAA Share	Other Share	
1: Program Expenses (from Part A)	300	10	20	30	40	8	600	25	1033
2: Administrative Expenses	+50	+4			+10	+8	+200		274
3: Total Expenses	=350	=14	20	30	=50	=16	=800	25	1307
4: Match for Grant Components	350	20	20	40	65				

**HINTS**

- Amounts in Part B, line 1 should equal the amounts in the Share Fields in Part A – YES, we are asking for the same numbers in 2 different places.
- In Part A, Share Field totals should equal Grant Amount Spent (preferred, or Grant Amount Awarded), which should also equal Total Grant Awards in Part B.
- In Part B, for each grant component / column, Line 1 Program expenses + Line 2 Admin Expenses = Line 3 Total Expenses and = Amount of Grant Component in grant award letter.
- In Part B, Line 4, Match for each grant component / column should be 1 to 1 or greater
- In Part B, Columns 2 through 5 reflect NEA Partnership Agreement funds outside of the Basic Plan Component. Column 6 reflects NEA funds outside the Partnership Agreement. Columns 2 through 6 reflect total Other NEA funds.

\*Fields marked with an asterisk are not part of NEA reporting requirements.

**FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – TOTALS PAGE – For 07-6100-xxx & after**  
 STATE ARTS AGENCY (SAA) Partnership Agreement Grant *Point and click or tab to each space and enter data.*

SAA: \_\_\_\_\_ NEA Grant #: 0\_ - 6100 - 2\_ Start Date: / / End Date: / /

Part A: Program Totals	Individuals Artists	Requested* Grant Award Grant Spent*	Expenses Income In-Kind	NEA Share	SAA Share Other Share
		4,325,150		300,000	700,000
		1,025,000			25,000
		1,025,000			

Part B: Program & Administrative Totals	Column 1	Column 2	Column 3	Total
	NEA Share	SAA Share	Other Share	
1: Program Expenses (from Part A)	300,000	700,000	25,000	1,025,000
2: Administrative Expenses	+200,000	+800,000		1,000,000
3: Total Expenses	=500,000	=1,500,000	=25,000	2,025,000

**Total Expenses for Column 1, NEA Share, should equal the total Partnership Agreement Grant Amount.**

\*Fields marked with an asterisk are not part of NEA reporting requirements.

**CHANGES Beginning with NEA FY 07 Partnership Agreements – (SAAs' FY 08 activities)**

- NEA Share includes all NEA funds from Partnership Agreement no matter which grant component = elimination of "Other NEA" share field.
- Elimination of matching requirement at the grant component level – with one exception: AIE component must be matched 1 to 1. Elsewhere in grant overmatch in a component may compensate for undermatch in a different component as long as entire grant is matched at least 1 to 1 = elimination of Line 4, Grant Component Match.

**FINAL DESCRIPTIVE REPORT FORM – STATISTICAL SECTION – TOTALS PAGE – For 06-6100-xxxx & Earlier**

STATE ARTS AGENCY (SAA) Partnership Agreement Grant

*Point and click or tab to each space and enter data.*

SAA: \_\_\_\_\_ NEA Grant #: 0\_ - 6100 - 2\_\_ Start Date: \_\_\_ / \_\_\_ / \_\_\_ End Date: \_\_\_ / \_\_\_ / \_\_\_

Part A: Program Totals	Individuals	Requested*	Expenses	BSP Share	SAA Share	##Other NEA: this field includes Partnership Agreement funds other than those from the Basic State Plan component, reported in "Grant Amount Spent", i.e., SAA arts education, underserved, Challenge America and American Masterpieces; any remaining NEA funds to SAAs such as Folk Arts Infrastructure, consortium grants on which SAA was lead applicant, etc. Please break out the subtotals for Other NEA in columns 2, 3, 4, 5 and 6 below.
	Artists	Grant Award Grant Spent*	Income In-Kind	Other NEA ##	Other Share	
		3000		300	600	
		1200		108	25	
		1033				

Part B: Program & Administrative Totals	Column 1	Other NEA ##					Column 7	Column 8	
	Basic Plan Component	Column 2 Arts Education Component	Column 3 Underserved Component	Column 4 Challenge America Component	Column 5 American Masterpieces	Column 6 Remaining Other NEA \$ (if any)	SAA Share	Other Share	
1: Program Expenses (from Part A)	300	10	20	30	40	8	600	25	= 1033 Total Grant Awards
2: Administrative Expenses	+50	+4			+10	+8	+200		= 274 Total SAA Admin
3: Total Expenses	=350	=14	20	30	=50	=16	=800	25	= 1307 Total Expenses
4: Match for Grant Components	350	20	20	40	65				

**HINTS**

1. Amounts in Part B, line 1 should equal the amounts in the Share Fields in Part A – YES, we are asking for the same numbers in 2 different places.
2. In Part A, Share Field totals should equal Grant Amount Spent (preferred, or Grant Amount Awarded), which should also equal Total Grant Awards in Part B.
3. In Part B, for each grant component / column, Line 1 Program expenses + Line 2 Admin Expenses = Line 3 Total Expenses and = Amount of Grant Component in grant award letter.
4. In Part B, Line 4, Match for each grant component / column should be 1 to 1 or greater
5. In Part B, Columns 2 through 5 reflect NEA Partnership Agreement funds outside of the Basic Plan Component. Column 6 reflects NEA funds outside the Partnership Agreement. Columns 2 through 6 reflect total Other NEA funds.

\*Fields marked with an asterisk are not part of NEA reporting requirements.



# Introduction to the National Standard

# The National Standard

*A tool used to organize and report information about arts activities. A set of terms, definitions, and guidelines for coding data that state arts agencies need in their grants management systems, mailing lists, and resource directories.*

# Why a National Standard?

- To secure data that is comparable between agencies and consistent over time.
- Accountability and “making the case.”
- Used by all states, regions and the NEA to report on yearly grant activities.
- Developed and revised collaboratively through SAAs, NASAA and the NEA.
- The foundation of information describing the public arts investment.

# When Constituents ask “Why?”

**We collect basic descriptive information about all grant applicants and their projects. This information helps us process applications and comply with state and federal accountability requirements. Thank you for providing these important details. *-North Carolina Arts Council***

**The Endowment uses this form to develop statistical profiles of the applications it receives. Your responses will not be a factor in the panel review of your application. *-National Endowment for the Arts***

# Types of Information Required

## Information About Grantees & Constituents

Location Status  
Applicant Discipline  
Applicant Institution  
Race/Ethnicity

## Information About Grant Projects

Type of Activity  
Arts Education Project Descriptors  
Project Discipline Race/Ethnicity  
Participation (artists, audience, youth)

## Project Finances

Amount of Request and Award  
Sources of Award Funds, Project Expenses,  
Revenue and In-kind

# Codes Tell A Story

Grantee: John Q. Artist

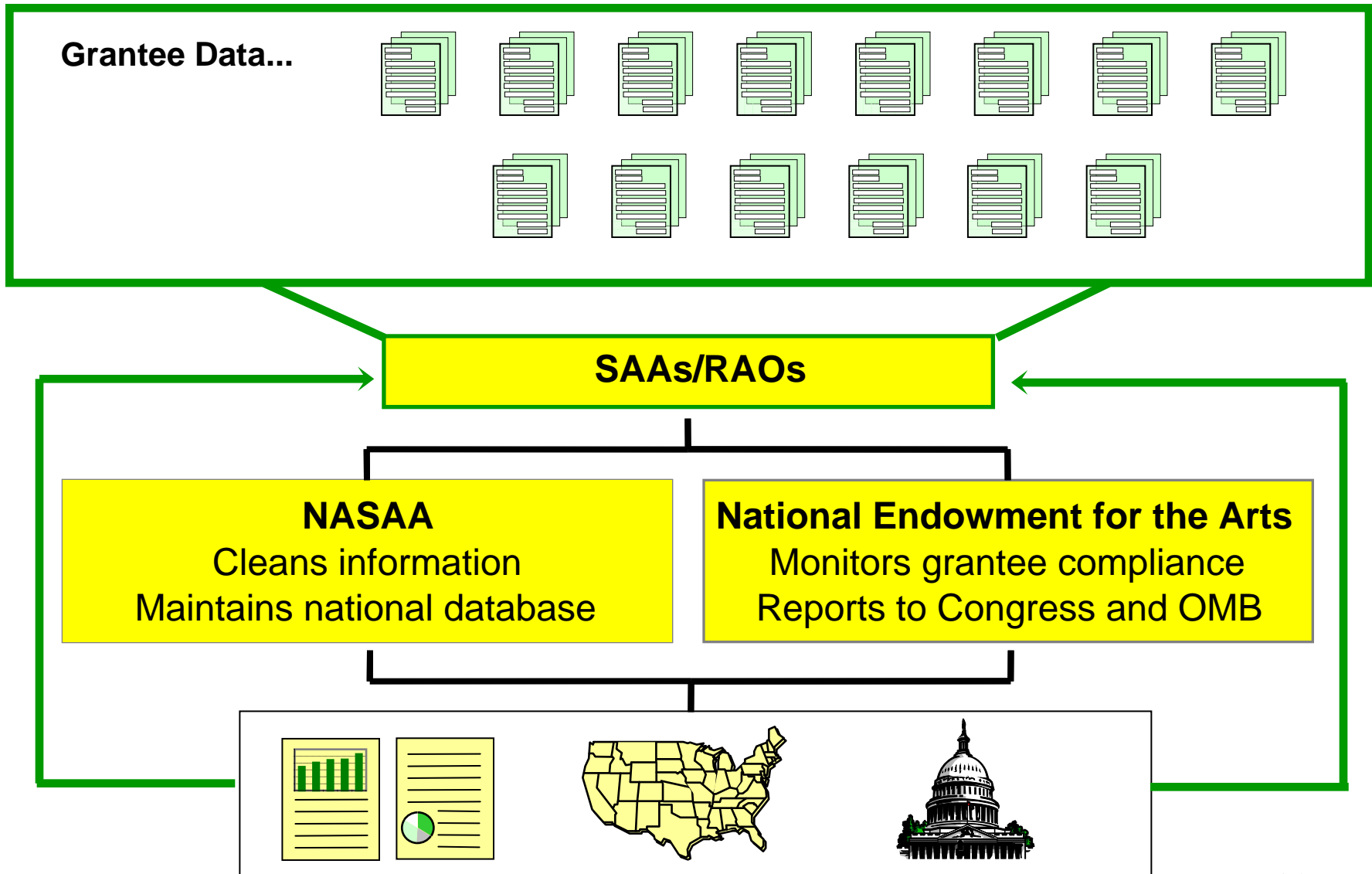
*Who  
applied for  
the funds?*

*What was  
done with  
the grant  
money?*

*What was the  
extent of  
public  
participation?*

Applicant Status	01
Applicant Institution	01
Applicant Discipline	09D
Grantee Race	H
Project Discipline	09
Activity Type	20
Arts Education	01A
Project Descriptors	TY
Project Race	B
Artists Participating	1
Youth Benefiting	93
Individuals Benefiting	265

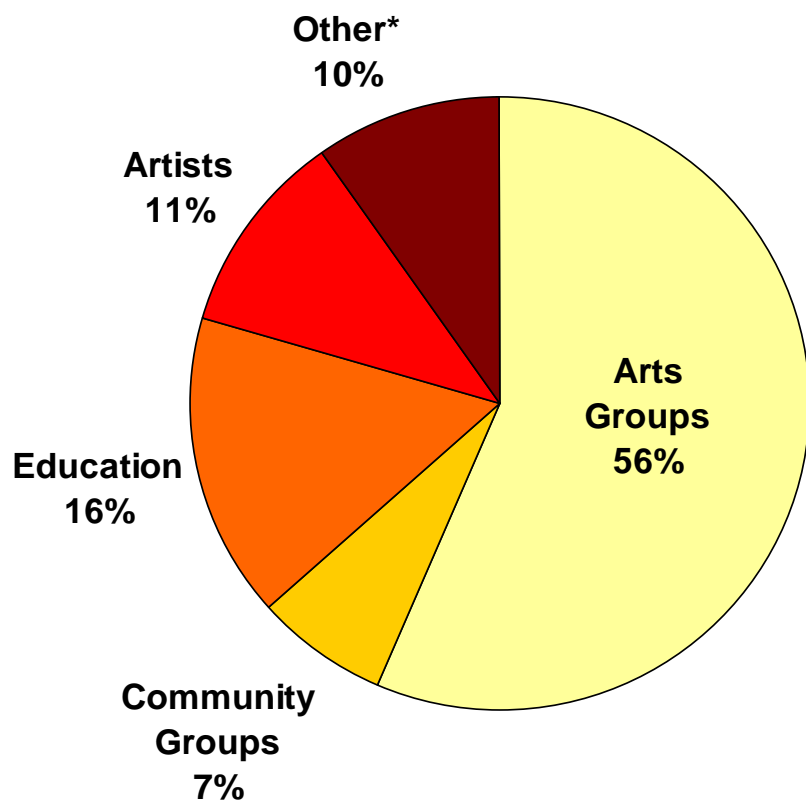
# Data Exchange System



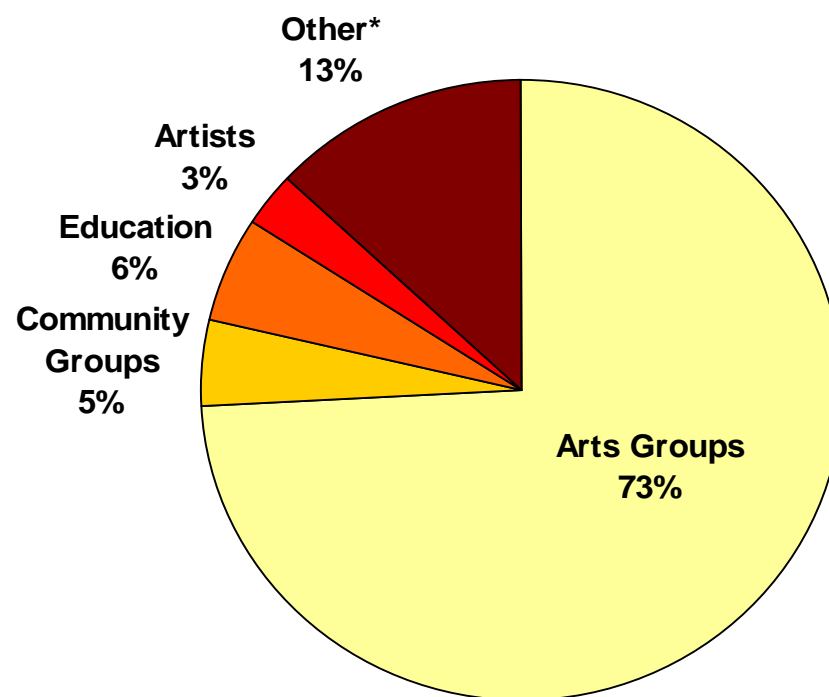
# EXAMPLE

## Types of Grantees

### NUMBER OF GRANTS



### GRANT DOLLARS



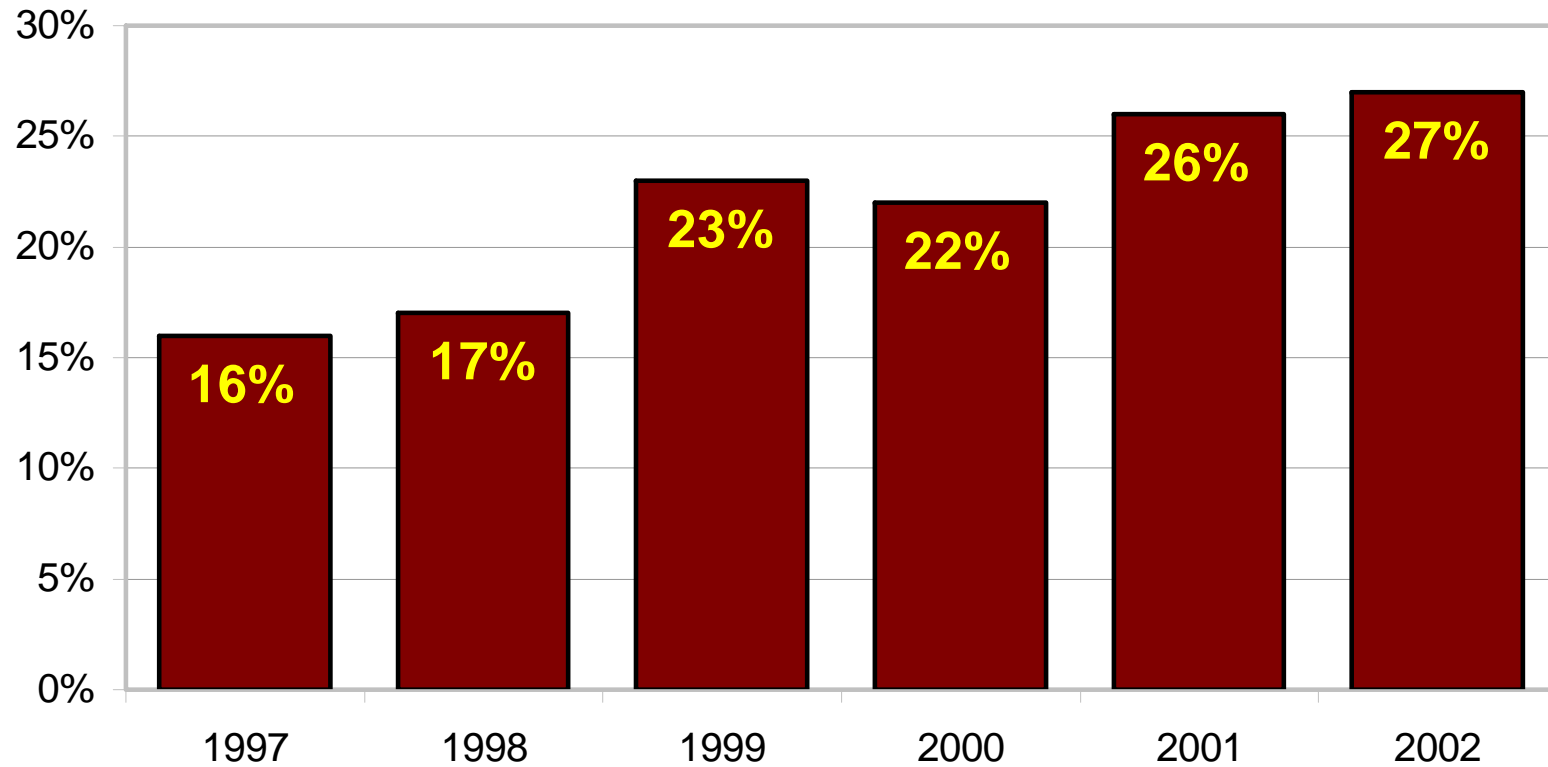
\*Other includes groups such as parks and recreation, libraries, media groups and local government entities (non-arts) and N/R.

Source: National Assembly of State Arts Agencies, Final Descriptive Reports, 2007.



# EXAMPLE:

## Arts Education Grant Trends 1997-2002, Portion of All SAA Grant Dollars



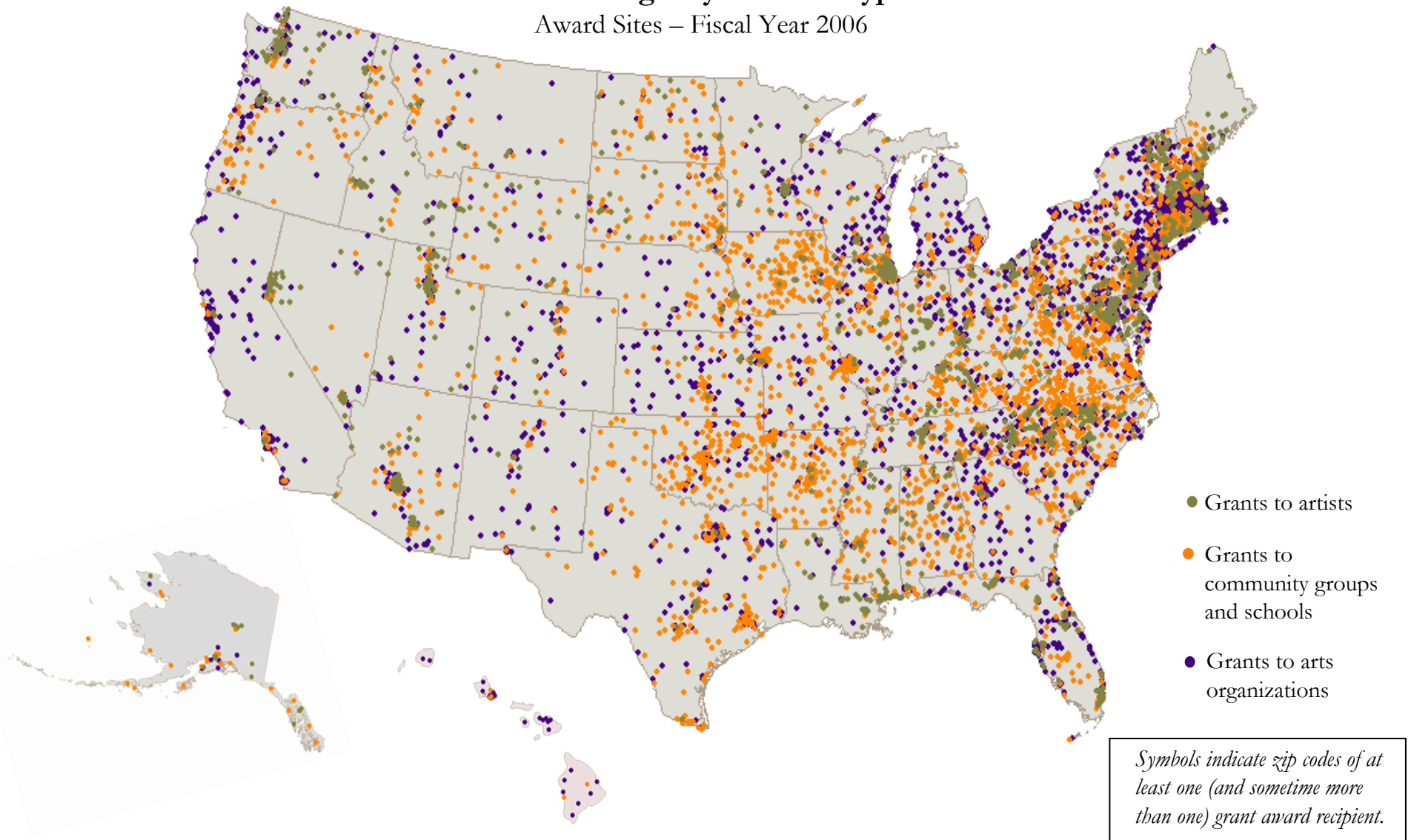
**FY 2002: 9,008 awards \$90.8 million**

*Source: National Assembly of State Arts Agencies, Final Descriptive Reports.*

# EXAMPLE: Grant Distribution

## State Arts Agency Grantee Types

Award Sites – Fiscal Year 2006



# National Standard Coding Basics

# Types of Information Captured

## Information About Grantees

Location    Status  
Applicant Discipline  
Applicant Institution  
Race/Ethnicity

## Information About Their Projects

Type of activity  
Arts Education    Project Descriptors  
Project Discipline    Race/Ethnicity  
Participation (artists, audience, youth)

## Project Finances

Amount of Request and Award  
Sources of Award Funds, Project Expenses,  
Revenue and In-kind

# Applicant Name, City, State, and Zip

- Name of applicant
- City of applicant
- Use all caps for state postal abbreviations
- Include zip code with “zip-four” designation

## Coding Tips

- Use standard abbreviations
- Strive for “record-to-record consistency”

# U.S. Congressional District

- **Three-digit U.S. Congressional District code for the grantee's location**
- **Usually accompanied by state-level House and Senate district numbers (but only U.S. districts are required by the NEA)**

- **Used for reports to Congress, so accuracy is vital**
- **Provide resources to help grantees build their awareness**
- **Let technology help**

# Applicant Status and Institution

**Applicant Status**: Choose one code that best represents the applicant's legal status.

**Applicant Institution**: Choose one code to describe the type of individual or organization applying for funds.

① See "cheat sheet" of codes...

## Coding Tips

- Choose the "best" available code from the list
- Distinguish among types of education groups, social service groups, etc.
- Use "99" sparingly

# Applicant Discipline

① See “cheat sheet” of codes...

**Applicant Discipline**: Choose one code that best describes the primary artistic discipline of the individual or organization.

- ? *What if the applicant's exact discipline isn't listed?*
- ? *What if the applicant works in more than one discipline area?*
- ? *What's the difference between Interdisciplinary and Multidisciplinary?*
- ? *Why is there a discipline code 15?*



# Key Definitions

**09D Technology/Experimental:** Include work created using computer or other digital or experimental media. Emphasis is on the use of technology as an artistic discipline/medium, not as a means of distributing artwork.

**11 Interdisciplinary:** Art works integrating more than one discipline to form a single work. Include performance art.

**14 Multidisciplinary:** Pursues multiple activities in more than one discipline (e.g., general operating support for organizations sponsoring a variety of projects in different discipline areas). Use when the majority of activities cannot be attributed to a single discipline.

**12 Folklife/Traditional 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. For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use 12A-12D. For other folklife or traditional art forms, use the main code of 12. Do not include folk-inspired forms.

# Grantee Race

## INDIVIDUALS

Coding should reflect the racial/ethnic characteristics of the grantee. Chose **any combination** of codes:

- N American Indian/Alaska Native**
- A Asian**
- P Native Hawaiian/Pacific Islander**
- B Black/African American**
- H Hispanic/Latino**
- W White**

**Multiple selections *must* be allowed here**

## ORGANIZATIONS

Coding should reflect the racial/ethnic characteristics of the staff *or* board *or* membership (not audience). Choose **one** code:

- N 50% American Indian/Alaska Native**
- A 50% Asian**
- P 50% Native Hawaiian/Pacific Islander**
- B 50% Black/African American**
- H 50% Hispanic/Latino**
- W 50% White**
- 99 No single group listed above comprises 50% of staff or board or membership**

# Types of Information Captured

Information  
About  
Grantees

Location    Status  
Applicant Discipline  
Applicant Institution  
Race/Ethnicity

**Information  
About Their  
Projects**

**Type of activity  
Arts Education    Project Descriptors  
Project Discipline    Race/Ethnicity  
Participation (artists, audience, youth)**

Project  
Finances

Amount of Request and Award  
Sources of SAA award \$ (NEA and state)  
Project Expenses, Revenue and In-kind

# Project Discipline

**Project Discipline**: Choose the one code that best describes the primary artistic discipline of the funded project or activity.

① See “cheat sheet” of codes...

## Coding Tips

- **Most important discipline field**
- **May differ from Applicant Discipline**
- **All Applicant Discipline definitions and coding guidelines apply here**

# Activity Type

① See “cheat sheet”  
of codes...

**Activity Type**: Choose one code to describe the primary activity taking place in the funded project.

*Coding Tips*

- **Be specific about different types of education activities and operating support**
- **Follow the “50 Percent Rule”**

# Arts Education

An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

**01 50% or more of this project's activities are arts education directed to:**

- A K-12 students.
- B Higher education students.
- C Pre-kindergarten children.
- D Adult learners (including teachers and artists).

**02 Less than 50% of this project's activities are arts education directed to:**

- A K-12 students.
- B Higher education students.
- C Pre-kindergarten children.
- D Adult learners (including teachers and artists).

**99 None of this project involves arts education**

# Project Descriptors

**Project Descriptors:** Choose descriptors that represent a significant portion of the grant's resources or activities.

**A: Accessibility**  
**I: International**  
**P: Presenting/Touring**  
**T: Technology**  
**Y: Youth at Risk**

Optional codes include:

**O: Older Adults**  
**H: Health/Healing**  
**E: Economic Development**  
**C: Cultural Heritage Tourism**

## Coding Tips

- Multiple selections *must* be allowed here
- Apply the “50% Rule”
- Consider using custom codes and optional codes

# Project Race

If the majority of the grant activities are intended to involve, act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list.

- N** American Indian/Alaska Native
- A** Asian
- P** Native Hawaiian/Pacific Islander
- B** Black/African American
- H** Hispanic/Latino
- W** White
- 99** No single group



# “Participation” Figures

**Artists Participating**: The total number of artists involved in providing art or artistic services.

**Youth Benefiting**: The total number of children and youth (including persons under 18 years of age as students, participants, and audience members) benefiting directly from the funded project.

**Individuals Benefiting**: The total number of individuals who were directly involved in the funded activity as artists, non-artist project participants or audience members.

*Coding Tips*

- Limit to project start and end dates
- Include artists and youth
- Avoid inflated figures and double-counting
- If reliable data are not available, enter “-1”

# Codes Tell A Story

## Grantee: Acme Art Organization

*Who  
applied for  
the funds?*

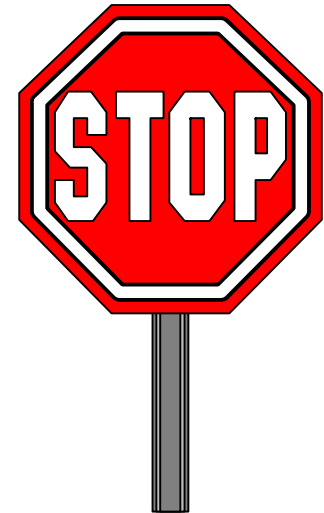
*What was  
done with the  
grant money?*

*What was the  
extent of public  
participation?*

Applicant Status	02
Applicant Institution	47
Applicant Discipline	14
Grantee Race	W
Project Discipline	11
Activity Type	05
Arts Education	02A
Project Descriptors	P
Project Race	99
Artists Participating	7
Youth Benefiting	50
Individuals Benefiting	407

# Reality-Check

- Do all of the codes make sense?
- Do the codes *function as a group* within each application? Check all codes for internal consistency or contradictions.



# What's Wrong With This Picture?

## Grantee: Your Town Art Museum

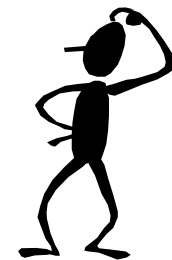
Applicant Status	02
Applicant Institution	99
Applicant Discipline	03
Grantee Race	ABNW
Project Discipline	08
Activity Type	06
Arts Education	02A
Project Descriptors	P
Project Race	W
Artists Participating	5
Youth Benefiting	0
Individuals Benefiting	0



# What's Wrong With This Picture?

## Grantee: Lake Wobegon Junior High

Applicant Status	08
Applicant Institution	03
Applicant Discipline	14
Grantee Race	W
Project Discipline	05
Activity Type	30
Arts Education	99
Project Descriptors	AIPTY
Project Race	W B H
Artists Participating	65
Youth Benefiting	3,011
Individuals Benefiting	1,352,233



# Financial Fields

# Types of Information Captured

Information  
About  
Grantees

Location    Status  
Applicant Discipline  
Applicant Institution  
Race/Ethnicity

Information  
About Their  
Projects

Type of activity  
Arts Education    Project Descriptors  
Project Discipline    Race/Ethnicity  
Participation (artists, audience, youth)

**Project  
Finances**

**Amount of Request and Award  
Sources of Award Funds, Project  
Expenses, Revenue and In-kind**

# Grant Amounts

What the grantee requested on the application.

Award amount after application is approved.

Amount spent during project period.

<b>Request</b>	Expen	NEA Share	SAA Share
<b>Award</b>	Income		Other Share
<b>Spent</b>	In-Kind	NEA Purpose	ID #
<u>9870</u>	<u>12539</u>	<u>2000</u>	<u>2000</u>
<u>4000</u>	<u>12488</u>		<u>0</u>
<u>4000</u>	<u>631</u>	<u>PAU</u>	<u>01-AE365</u>



# Project Budget Fields

**Expenses:** Total dollars used to complete project, including "Spent."

**Income:** Total dollars received to support project, including "Awarded."

Request Award Spent	<b>Expn Income In-Kind</b>	NEA Share NEA Purpose	SAA Share Other Share ID #
<u>9870</u>	<u><b>12539</b></u>	<u>2000</u>	<u>2000</u>
<u>4000</u>	<u><b>12488</b></u>		<u>0</u>
<u>4000</u>	<u><b>631</b></u>	<u>PAU</u>	<u>01-AE365</u>

**In-Kind Contributions:** Dollar value of donated goods and services. Do not include cash.

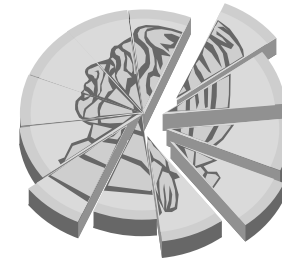
# Project Budget Tips

- Provide grantees with **adequate definitions** and information.
- Update your **database** systematically.
- For **GOS grants, Expenses and Income should reflect the organization's total budget.** *In all other cases, data should reflect project budget only.*
- Income and expenses are **not** required (by the NEA) to match.

# The “Share” Fields

The share fields show sources of **Amount Spent** funds.

Request Award Spent	Expen Income In-Kind	<b>NEA Share</b> NEA Purpose	SAA Share Other Share ID #
<u>9870</u>	<u>12539</u>	<b><u>2000</u></b>	<u>2000</u>
<u>4000</u>	<u>12488</u>		<u>0</u>
<u>4000</u>	<u>631</u>	<u>PAU</u>	<u>01-AE365</u>



**NEA Share:** Portion of Amount Spent drawn from the NEA.  
Replaces old “BSP” and “Other NEA” share fields.

# Identify the Intent of NEA Funds

Request Award Spent	Expen Income In-Kind	NEA Share <b>NEA Purpose</b>	SAA Share Other Share ID #
<u>9870</u>	<u>12539</u>	<u>2000</u>	<u>2000</u>
<u>4000</u>	<u>12488</u>		<u>0</u>
<u>4000</u>	<u>631</u>	<b>PAU</b>	<u>01-AE365</u>

## NEA Funding Purpose Code:

- Use whenever NEA Share > 0
- Multiple codes allowed
- Label consistently

# Share Fields: SAA and Other

Request Award Spent	Expen Income In-Kind	NEA Share NEA Purpose	SAA Share Other Share ID #
<u>9870</u>	<u>12539</u>	<u>2000</u>	<u>2000</u>
<u>4000</u>	<u>12488</u>		<u>0</u>
<u>4000</u>	<u>631</u>	<u>PAU</u>	<u>01-AE365</u>

**SAA Share:**  
Portion of Amount Spent secured from state legislative funds.

**Other Share:** Portion of Amount Spent drawn from any other source (private foundation funds, donations, etc.) administered by your agency.

# Financial Field Reminders

- **Amount Spent = NEA Share + SAA Share + Other Share**
- **Check budget fields against Amount Spent.**
- **Share fields should never be blank. Use “0” where no money applies.**

# Example: Frequent Share Problems

	Requested Awarded Spent	Expenses Income In-Kind	NEA Share  NEA Purpose	SAA Share Other Share
--	-------------------------------	-------------------------------	------------------------------	--------------------------

<b>A</b>	<u>9000</u>	<u>1923</u>	<u>0</u>	<u>0</u>
	<u>900</u>	<u>1916</u>		<u>0</u>
	<u>800</u>	<u>100</u>		
<b>B</b>	<u>2000</u>	<u>1450</u>	<u>0</u>	<u>600</u>
	<u>600</u>	<u>1450</u>		<u>0</u>
	<u>0</u>	<u>0</u>		
<b>C</b>	<u>1500</u>	<u>2944</u>	<u>500</u>	<u>100</u>
	<u>1000</u>	<u>2844</u>		<u>0</u>
	<u>1100</u>	<u>650</u>	<u>SAP</u>	

# Final Descriptive Reports

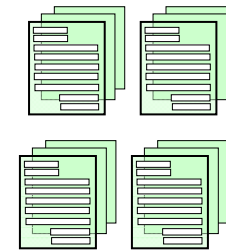


# FDR Reporting

- Include **all programmatic activities**. (Not just "grants.") All records should be reported with Applicant Status = 05, Applicant Institution = 16 and Applicant Discipline = 14.
- Review how **special cases** are entered. (Multi-year grants, cancelled projects, regranting, etc.)
- Prepare your **"data dump"** carefully.

# Decentralization Grants & Regrants

- Report the grant awarded to your regranter/partner.
- Enter as Activity Type 26.
- Don't report the subsequent regrants made.



# Anatomy of a Data Dump

## Acceptable data dumps:

An ASCII text file where each grant record appears on its own single line. Fields are separated by commas, tabs, or spaces.

An Excel spreadsheet where each grant record appears on a single row. Each field is in its own column.

A Microsoft Access database.

## Unacceptable data dumps:

Dumps that look like the print outs of the details pages with each grant record stacked in 3 rows.

Dumps that are saved as Word documents (.doc) or Rich Text Format (.rtf) documents.

# What Do Unusable Data Dumps Look Like?

Applicant Name City Zip	State	Status Inst	Cong Adisc PDisc	Activity Pdesc Arts Ed	Youth Individuals Artists	Grace Prace	Requested Awarded Spent	Expenses Income In-kind	NEA Share NEA Purpose	SAA Other ID#
Arts Center Bodie 99072	BI	02 15	1 14 14	11 TY 99	2400 5500 1800	99 99	12832 3886 3886	13831 15062 3020	3886 SAP	0 0 855
Ctr for Children Bodie 99401	BI	02 25	1 14 12	20 P 01A	49 95 1	NW 99	677 525 525	15541 18101 256	525 PAE	0 0 1077

# Remember!

**DO** send us your data in an ASCII delimited or Excel delimited format.

**DON'T** send us your data in the layout of Details Pages or saved as Word/Rich Text Format documents.

# Care and Feeding of the National Standard

# Your Role

- Establish **systems** for quality-checking your information.
- Look for ways to make your application and final report forms **user-friendly**.
- Help **colleagues and constituents** understand the Standard and its purposes.
- Think creatively about how your data can be **analyzed and shared**.
- Please **participate** in National Standard assessments or revisions.

# Revising the Standard

- **Revised periodically to respond to evolving information needs.**
- **Collaborative revisions process involving NASAA, the NEA and all states and regions.**
- **Revised at intervals - no more frequently than every four years.**



# A History of Recent Changes

*Formulated in*

**1983-84**

**1990-91**

**1995-96**

**1999-00**

*Implemented in*

**1986**

**1994**

**1998**

**2003**

Some discipline code changes, such as musical theatre and interdisciplinary

International code added, race codes added, optional project zip code added

Arts education refined and separated from presenting & touring, several institution and activity codes added

Race data updated, individuals benefiting revised, folk and media arts updated, technology codes added, grant descriptors added

# For More Information

The screenshot shows a web browser window with the address bar displaying [http://members.nasaa-arts.org/research/ns\\_center.shtml](http://members.nasaa-arts.org/research/ns_center.shtml). The page content includes a sidebar on the left with links such as "Members Central", "News of Note", "Advocacy", "Research", "SAA Resources", "Member Directory", "Site Map", "Search", and "NASAA Home". The main content area features a "40 YEARS 1968-2008" anniversary logo, a search bar with "Search NASAA" and "Go" buttons, and a list of resources under the heading "NATIONAL STANDARD REFERENCE CENTER".

**NATIONAL STANDARD REFERENCE CENTER**

- [FY08 FDR Instructions to States](#)
- [FY08 FDR Instructions to Regionals](#)
- [National Standard Overview](#)
- [Quick and Easy Guide to all definitions and NEA reporting requirements](#)
- Coding "cheat sheet"
- [Technical Implementation Manual](#)
- Example: [How the Standard is used for reporting](#)
- Example: [How the data can be packaged and presented](#)
- Example: [How California uses the data](#)
- Example: [How Rhode Island uses the data](#)

For technical assistance, reporting questions or help in analyzing your own agency's National Standard data NASAA office, 202-347-6352.

**NATIONAL ENDOWMENT FOR THE ARTS**

<http://www.nasaa-arts.org>

Members – Research

National Standard Reference Center



The National Assembly of State Arts Agencies is the membership organization of the nation's state and jurisdictional arts agencies. NASAA's mission is to advance and promote a meaningful role for the arts in the lives of individuals, families and communities throughout the United States. We empower state arts agencies through strategic assistance that fosters leadership, enhances planning and decision making, and increases resources.



NATIONAL  
ENDOWMENT  
FOR THE ARTS

The work of NASAA and of state arts agencies is supported and strengthened in many ways through funding and programming partnerships with the National Endowment for the Arts, which believes that a great nation deserves great art. This training is supported in part through a NEA/NASAA Cooperative Agreement.

National Assembly of State Arts Agencies  
1029 Vermont Ave. NW - Second Floor  
Washington, DC 20005  
Phone: 202.347.6352  
Fax: 202.737.0526  
TDD: 202.347.5948  
nasaa@nasaa-arts.org  
<http://www.nasaa-arts.org>