

# **A Quick and Easy Guide to National Standard Data Fields**

*Updated with the 2003 National Standard Revisions*

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## INTRODUCTION

### **About the National Standard:**

The National Standard for Arts Information Exchange is a tool used by public arts agencies to organize and report information about their constituents and grantmaking activities. The National Standard itself is a set of terms, definitions, and guidelines for coding data that arts agencies need in their grants management systems, mailing lists, and resource directories. Designed to provide easy access to data that is consistent from state to state, information in the National Standard format can be used to document, plan, evaluate, and disseminate information about arts agency activities. The National Endowment for the Arts (NEA) uses the National Standard and requires state and regional arts agencies to follow these guidelines in their reporting. Many other local cultural groups and researchers voluntarily use the Standard as a model for managing information about the arts.

Since its original implementation, periodic revisions have been made to the National Standard to ensure its clarity, accuracy, and responsiveness to current information needs. The latest system revisions are documented in the April 2001 *National Standard Revisions Technical Implementation Manual: 2000-2003 Revisions Cycle*. Consult that manual, or contact the NASAA office for information on configuring your application forms and database systems to collect the required information.

### **About this Document:**

This document describes the current National Standard guidelines. Each field required in annual Final Descriptive Reports (FDRs) is itemized, and we provide the terms and definitions arts agencies will need to follow in collecting information from their constituents and reporting to the National Endowment for the Arts. Also included are guidelines for agencies to use in preparation of their reports. This document is intended to be a handy reference tool covering only those parts of the National Standard that are required on annual FDRs. There are many additional, non-required, aspects of the Standard, and information about those other fields and terms may be obtained from the NASAA information services staff.

### **For Additional Help:**

Your first point of contact for implementation assistance should be the NASAA office. The following kinds of consultation are available via phone, fax or E-mail: review of application, mailing list, and final report forms to ensure National Standard compliance; help with the construction of accurate and appropriate data collection questions and techniques; referrals to peer state agencies for information, models, and ideas; assistance with the development of new database file structures and report forms; and more information on the National Standard.

Review of application forms is a particularly important implementation step, since it allows you to prevent costly National Standard information collection errors before they affect your

grantees, staff, and computer systems. If you fax or express mail draft copies of your paperwork to NASAA, the research staff will check to ensure that all National Standard requirements are met and that all of your information follows federal guidelines. This free service is usually available on a same- or next-day basis.

Depending upon the availability of funds, Technical Assistance Workshops and individual agency site visits are other possible forums for training, consultation, and implementation help. For more information please contact the NASAA research staff.

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## DATA FIELDS DESCRIPTIVE OF THE APPLICANT OR GRANTEE

### APPLICANT NAME

The name of the constituent, either organization or individual. Generally this is the name under which applications are accepted and/or checks issued.

### APPLICANT CITY

From the applicant's business address.

### APPLICANT STATE

Two-character state abbreviation.

### APPLICANT ZIP CODE

United States Post Office ZIP Code. Always include the "zip-four" code.

### APPLICANT STATUS

Use the codes below to describe the legal status of the applicant.

- 01 Individual:** A person, not an organization.
- 02 Organization - Nonprofit:** Not engaged in profit-making activities (i.e., no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses).
- 03 Organization - Profit:** Engaged in profit-making activities (i.e., income or assets do inure to the benefit of directors, officers, employees, or stockholders).
- 04 Government - Federal:** A unit of or individual associated with the federal government.
- 05 Government - State:** A unit of or individual associated with the state government.
- 06 Government - Regional:** A unit of or individual associated with sub-state regional government.
- 07 Government - County:** A unit of or individual associated with county government.
- 08 Government - Municipal:** A unit of or individual associated with municipal government.

**09 Government - Tribal:** The governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

**99 None of the Above.**

## **APPLICANT INSTITUTION**

Use the codes below to describe the specific type of organization or person receiving funds.

**01 Individual - Artist:** One who creates, performs, or interprets works of art.

**02 Individual - Non-artist:** Include technical consultants.

**03 Performing Group:** Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).

**04 Performing Group - College/University:** A group of college or university students who perform works of art.

**05 Performing Group - Community:** A group of persons who perform works of art avocationally and who may be but are not necessarily directed by professionals.

**06 Performing Group for Youth:** A group which may but does not necessarily include children who perform works of art for young audiences.

**07 Performance Facility:** A building or space used for presenting concerts, drama presentations, etc.

**08 Museum - Art:** An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.

**09 Museum - Other:** An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule (e.g., non-arts organizations such as historical, agricultural, scientific, industrial, and anthropological museums; zoos; aquariums; and arboretums).

**10 Gallery/Exhibition Space:** An organization or space which primarily exhibits works of art from collections other than its own, and may be involved in selling those works.

**11 Cinema:** A motion picture theatre or organization which regularly shows films.

**12 Independent Press:** A non-commercial publisher or printing press which issues small editions of literary and other works.

- 13 **Literary Magazine:** A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
- 14 **Fair/Festival:** A seasonal program of arts events.
- 15 **Arts Center:** A multi-purpose facility for arts programming of various types.
- 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 that has as its central function the provision of services that assist or promote the arts and/or arts organizations (e.g. statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
- 18 **Union/Professional Association:** Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
- 19 **School District:** A geographic unit within a state comprised of member schools within that area as defined by the state government.
- 20 **School - Parent-Teacher Association:** An organization composed of school parents who work with local school teachers and administrators.
- 21 **School - Elementary:** Also called a grammar school.
- 22 **School - Middle:** Also called a junior high school.
- 23 **School - Secondary:** Also called a senior high school.
- 24 **School - Vocational/Technical:** Trade school (e.g., school for secretarial, business, computer training).
- 25 **Other School:** Non-arts schools not included in codes 19-24, 26 or 48.
- 26 **College/University:** Include state-supported colleges and universities, privately-supported colleges and universities, junior colleges, and community colleges.
- 27 **Library.**
- 28 **Historical Society/Commission:** A historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a

historical commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.

- 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).
- 30 Foundation:** An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).
- 31 Corporation/Business:** A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
- 32 Community Service Organization:** A non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks Clubs, the Salvation Army, Junior League, etc. (See also code 50 - Social Service Organizations.)
- 33 Correctional Institution:** A prison, penitentiary, reformatory, etc.
- 34 Health Care Facility:** Hospital, nursing home, clinic, etc.
- 35 Religious Organization:** Church, synagogue, etc.
- 36 Seniors' Center:** A facility or organization offering programs, care or services for people age 65 and over.
- 37 Parks and Recreation:** Usually a municipal agency which provides a wide variety of experiences for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays, and participatory activities (e.g., ceramics, macrame, and other crafts).
- 38 Government - Executive:** The administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.
- 39 Government - Judicial:** Judges and courts of law.
- 40 Government - Legislative (House):** The representative body of government (commonly the House of Representatives) creating statutes/laws (include representatives and related others, such as legislative research personnel).
- 41 Government - Legislative (Senate):** The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and related others, such as legislative research personnel).

- 42 **Media - Periodical:** A periodical publication (include magazines, journals, newsletters, etc.; do not include daily or weekly newspapers).
- 43 **Media - Daily Newspaper.**
- 44 **Media - Weekly Newspaper.**
- 45 **Media - Radio.**
- 46 **Media - Television.**
- 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).
- 48 **School of the Arts:** Any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for the artistically gifted, etc.
- 49 **Arts Camp/Institute:** An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g. a children's summer music camp).
- 50 **Social Service Organization:** Governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc. See also code 32 - Community Service Organizations).
- 51 **Child Care Provider:** An organization providing child care.
- 99 **None of the Above.**

**APPLICANT DISCIPLINE**

Select the primary numeric code that best describes the main art form of the applicant. Use of supplemental letters (e.g. 01A or 01B) is encouraged, but optional.

- 01 **Dance:** Do not include mime; see "Theatre," 04, for mime.
  - A **Ballet.**
  - B **Ethnic/Jazz:** 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:** 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.**
  - 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.
  - D Painting:** Include watercolor.
  - F Sculpture.**
- 06 Design Arts**
- A Architecture.**
  - B Fashion.**
  - C Graphic.**
  - D Industrial.**
  - E Interior.**
  - F Landscape Architecture.**
  - G Urban/Metropolitan.**
- 07 Crafts**
- 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.**

**D Technology/Experimental:** Include work created using computer or other digital or experimental media as the primary expressive vehicle.

**10 Literature**

**A Fiction.**

**B Non-Fiction.**

**C Playwriting.**

**D Poetry.**

**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.

**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, and crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12.

**A Folk/Traditional Dance.**

**B Folk/Traditional Music.**

**C Folk/Traditional Crafts and Visual Arts.**

**D Oral Traditions:** Include folk/traditional storytelling.

**TIPS:** Do not include folk-inspired forms. (i.e., interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.)

**13 Humanities:** Pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

**14 Multidisciplinary:** Pertaining to grants that include activities in more than one discipline (e.g., general operating support for organizations sponsoring a variety of projects in different discipline areas). Used when the majority of activities funded by the grant cannot be attributed to a single discipline. Distinguish from Code 11, interdisciplinary.

- 15 Non-Arts/Non-Humanities:** Use this code for projects that do not have the arts as their primary mission (e.g. social service organizations, civic groups, technical consultants or banks).

## CONGRESSIONAL DISTRICT OF APPLICANT

District of the United States House of Representatives in which applicant's business address is located.

This is a three character field, so right justify each entry. EXAMPLE: District # 1 should be entered as 001; district # 20 as 020; and district #100 as 100.

## DATA FIELDS DESCRIPTIVE OF THE PROJECT

### PROJECT DISCIPLINE

Select the primary numeric code that best describes the art form of the funded project. (This code may differ from Applicant Discipline.) Use of supplemental letters (e.g. 01A or 01B) is encouraged, but optional.

- 01 Dance:** Do not include mime; see "Theatre," 04, for mime.  
**A Ballet.**  
**B Ethnic/Jazz:** 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:** 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.**
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**A Theatre-General:** Include classical, contemporary, experimental.  
**B Mime.**  
**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.
  - D Painting:** Include watercolor.
  - F Sculpture.**
- 06 Design Arts**
  - A Architecture.**
  - B Fashion.**
  - C Graphic.**
  - D Industrial.**
  - E Interior.**
  - F Landscape Architecture.**
  - G Urban/Metropolitan.**
- 07 Crafts**
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  - 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.**
  - D Technology/Experiemental:** Include work created using computer or other digital or experimental media as the primary expressive vehicle.
- 10 Literature**
  - A Fiction.**
  - B Non-Fiction.**
  - C Playwriting.**
  - D Poetry.**
- 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.

- 12 Folk/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, and crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12.

**A Folk/Traditional Dance.**

**B Folk/Traditional Music.**

**C Folk/Traditional Crafts and Visual Arts.**

**D Oral Traditions:** Include folk/traditional storytelling.

**TIPS:** Do not include folk-inspired forms. (i.e., interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.)

- 13 Humanities:** Pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

- 14 Multidisciplinary:** Pertaining to grants that include activities in more than one discipline (e.g., general operating support for organizations sponsoring a variety of projects in different discipline areas). Used when the majority of activities funded by the grant cannot be attributed to a single discipline. Distinguish from Code 11, Interdisciplinary.

- 15 Non-Arts/Non-Humanities:** Use this code for projects that do not have the arts as their primary mission (e.g. social service organizations, civic groups, technical consultants or banks).

## TYPE OF ACTIVITY

Select the code that best describes the activities of the project.

- 01 Acquisition:** Expenses for additions to a collection.
- 02 Audience Services:** (e.g., ticket subsidies, busing senior citizens to an arts event).
- 03 Award/Fellowship:** (e.g., to individuals).

- 04 Creation of a Work of Art:** Include commissions.
- 05 Concert/Performance/Reading:** Include production development.
- 06 Exhibition:** Include visual arts, film, and video, and exhibition development.
- 07 Facility Construction, Maintenance, Renovation:** Note: "design" is 04 "creation of a work of art."
- 08 Fair/Festival.**
- 09 Identification/Documentation:** For archival, educational, and other purposes.
- 10 Institution/Organization Establishment:** For creation or development of a new institution/organization.
- 11 Institution/Organization Support:** General operational support.
- 12 Arts Instruction:** Include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.
- 13 Marketing.**
- 14 Professional Support - Administrative.**
- 15 Professional Support- Artistic.**
- 16 Recording/Filming/Taping:** Do not include creating art works or identification/documentation for archival or educational purposes; see 04 and 09.
- 17 Publication:** (e.g., manuals, books).
- 18 Repair/Restoration/Conservation.**
- 19 Research/Planning:** Include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies.
- 20 School Residency:** Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.
- 21 Other Residency:** Artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.
- 22 Seminar/Conference.**

- 23 Equipment Purchase/Lease/Rental.**
- 24 Distribution of Art:** (e.g., films, books, prints).
- 25 Apprenticeship/Internship.**
- 26 Regranting.**
- 27 Translation.**
- 28 Writing About Art:** Include criticism.
- 29 Professional Development/Training:** Activities enhancing career advancement.
- 30 Student Assessment:** The measurement of student progress toward learning objectives. Not to be used for program evaluation.
- 31 Curriculum Development/Implementation:** Include the design, implementation, and distribution of instructional materials, methods, evaluation criteria, goals, and objectives.
- 32 Stabilization/Endowment/Challenge:** Grant funds used to reduce debt, contribute to endowments, build cash reserves, or enhance funding leverage or stabilization.
- 33 Building Public Awareness:** Activities designed to increase public understanding of the arts or to build public support for the arts.
- 34 Technical Assistance:** With technical/administrative functions.
- 35 Web Site/Internet Development:** Include the creation or expansion of existing web sites (or sections of web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.
- 36 Broadcasting:** Include broadcasts via television, cable, radio, the Web or other digital networks.
- 99 None of the Above.**

## **PROJECT DESCRIPTORS**

Mark which, if any, of the descriptors below comprise a significant portion (50 percent or more) of the grant's resources/activities. Mark all that apply. If none apply, or if the below descriptors apply to a small or indeterminate portion of your funding/activities, leave this field blank.

- A Accessibility:** Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International:** Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring:** Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.
- T Technology:** Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y Youth at Risk:** Grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

**TIPS:** This field replaces the previously used Presenting/Touring and International Activity fields. Multiple codes can be chosen in this field. See page 24 for more information on multiple choice fields.

## ARTS EDUCATION

Use this field to describe the arts education designation of each award, according to the following definition.

**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.**

**TIPS:** Users should determine whether each grant record meets the definition of arts education as stated above. Grants not fitting the definition should receive a 99 code. For those grants fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes used by themselves are acceptable.

Examples: A grant supporting the third grade classroom and curriculum development work of a sculptor in residence should receive the Arts Education code 01A. A program training teachers to integrate the media arts into high school civics classrooms should receive the code 01D. An award for a statewide dance tour that includes occasional master classes should receive the code 02.

**INDIVIDUALS BENEFITING**

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

**TIPS:** Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefiting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured, leave this field blank or enter a "-1" to indicate that data are not available.

**ARTISTS PARTICIPATING**

The total number of artists directly involved in providing art or artistic services specifically identified with the project. **Include living artists whose work is represented**, regardless of whether the work was provided by the artist or by an institution.

**YOUTH BENEFITING**

**The total number of children and youth (including people under 18 years old, students, participants, and audience members) benefiting directly from the funded project.** This figure should reflect a portion of the total number reported in the individuals benefiting field.

This field was added to the Standard to help identify projects with a focus on children and youth and to help quantify the public impact of arts education and other youth-oriented grant programs.

## **GRANTEE RACE**

Coding should reflect the racial/ethnic characteristics of the grantee.

For individuals, grantees may select any combination of the below that apply. See page 24 for more information on multiple choice fields.

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

For organizations, grantees should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below.

Organizations should choose the one code that best represents 50 percent or more of their staff or board or membership:

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

## **PROJECT RACE**

If the majority of the grant activities are intended to involve or 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. If the grant or activity is not designated to represent or reach any one particular group, choose the terminal code "99".

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

- W:** White individuals  
**99:** No single group

## **DATA FIELDS DESCRIPTIVE OF PROJECT FINANCES**

### **GRANT AMOUNT REQUESTED**

Amount requested in support of this project.

### **GRANT AMOUNT AWARDED**

Amount awarded by state or regional arts agency.

### **GRANT AMOUNT SPENT**

Actual grant amount spent on the project. (Data gained from grantee's final report.)

### **EXPENSES**

The total dollar amount of money spent to support the project. This includes: (1) all personnel costs including artists, clerical and technical staff, and consultants. (2) all fees, licenses, etc. (3) all money for space rental, travel, marketing, and advertising. (4) all capital expenditures and acquisitions. (5) all remaining costs that do not fit into the above categories. (National Standard fields 46-56)

### **INCOME**

The total dollar amount of money received to support the project. This includes: (1) all federal, state, and local government funds, including those funds listed under Grant Amount Spent. (2) all corporate, foundation, and other private money. (3) all money from admissions, subscriptions, etc. (4) all money received from the sale of services etc. produced from this project. (5) all cash applicant has devoted to support this project. (6) all revenue derived from sales associated with the project such as concessions, parking, T-shirts, gift shop income, etc. (National Standard fields 70-79 and field 81)

### **IN-KIND CONTRIBUTIONS**

The estimated dollar value of services or materials contributed to support the project. These services or materials may be of almost any nature, but they should never include cash contributions. (National Standard fields 58-68)

### **BSG SHARE**

The amount of Grant Amount Spent drawn from the Basic State Plan component of your agency's National Endowment for the Arts Partnership Agreement.

**SAA SHARE**

The amount of Grant Amount Spent drawn from money appropriated to your state arts agency by the state legislature.

**OTHER NEA SHARE**

The amount of Grant Amount Spent drawn from money received from the National Endowment for the Arts except Basic State Plan funds. Include funds from the Arts Education, Underserved or Presenting components of your Partnership Agreement, as well as any other NEA funds from Leadership Initiatives, etc.

**OTHER SHARE**

The amount of Grant Amount Spent drawn from all private contributions, and local public money that passes through your agency. As a general rule, these funds are anything that cannot be attributed to your agency's legislative appropriation, or to any monies received from the NEA.

## REPORTING CONVENTIONS

### REPORTING TO THE NEA AND NASAA

Use the codes and fields described in this manual to prepare a complete report of all grants and programs your agency has funded in the past year. Your report (called a Final Descriptive Report or FDR) should be comprehensive and should provide details about all activities funded with any state, federal, or private money.

Your Final Descriptive Report is very important to the NEA and NASAA. We use it to analyze grant-making trends, promote the arts, respond to information requests from members and the public, and prepare publications on the arts and what state arts agencies do. In collaboration with the NEA, NASAA builds a database of National Standard information that describes public arts support. Every state and region participates in this national information networking system.

Once you have completed your Final Descriptive Report, send the materials to the NEA and NASAA.

#### **Your NEA package should include your Financial Status Report and two collated copies of:**

- The Totals Page.
- The Details Pages or Data Sequencing Form if using the Technology Option.
- [States Only] The Challenge America Report with narrative and photos.
- The Public Participation Addendum.

#### **Your NASAA package should include:**

- A disk containing an ASCII dump of all FDR data.
- A copy of your Totals Page.
- A copy of your Details Pages or data Sequencing Form if using the Technology Option.
- A copy of your Challenge America Report.
- A memo describing any unique formats or contents.

The diskette of your FDR data should be exported to ASCII delimited format. (This is a plain text file where each grant record appears on its own single line with commas or tabs separating the fields.) If an ASCII delimited format is not available, you may put your data in a spreadsheet, an Access file, or a dBaseIV file. If using a spreadsheet, we would prefer that each grant record appear on its own single row. Please avoid using word processing files for the data you send us on diskette, as they can not be easily prepared for importing into our database.

## FIELD NAMES AND SEQUENCE

The following list indicates the data fields required on annual Final Descriptive Report (FDR) diskettes and paper reports for NASAA and the National Endowment for the Arts.

	<b>Field Name and Order</b>	<b>Field Type</b>	<b>Maximum Length</b>
1	Applicant Name	text	50 characters
2	Applicant City	text	16 characters
3	Applicant State	text	2 characters
4	Applicant Zip	text	5 characters
5	Zip + 4	text	5 characters
6	Applicant Status	text	2 characters
7	Applicant Institution	text	2 characters
8	Applicant Discipline	text	3 characters
9	Congressional District	text	3 characters
10	Project Discipline	text	3 characters
11	Activity Type	text	2 characters
12	Project Descriptors <sup>1</sup>	text/logic	5 characters or 5 true/false fields
13	Arts Education	text	3 characters
14	Total Individuals Benefiting	numeric	8 digits
15	Artists Participating	numeric	6 digits
16	Children/Youth Benefiting	numeric	6 digits
17	Grantee Race <sup>2</sup>	text	6 characters or 6 true/false fields
18	Project Race	text	2 characters
19	Amount Requested	numeric	8 digits
20	Amount Awarded	numeric	8 digits
21	Amount Spent	numeric	8 digits
22	Total Project Expenses	numeric	8 digits
23	Total Project Income	numeric	8 digits
24	Total Project In-Kind	numeric	8 digits
25	BSG Share	numeric	8 digits
26	Other NEA Share	numeric	8 digits
27	SAA Share	numeric	8 digits
28	Other Share	numeric	8 digits
29	NEA Program <sup>3</sup>	text	11 characters
30	Application Number <sup>4</sup>	text/numeric	9 characters
31	Constituent ID/EIN <sup>5</sup>	text/numeric	10 characters
32	Custom Project Descriptors <sup>6</sup>		

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## Notes

<sup>1</sup> Multiple selections are allowed for this field. Agencies may choose to put the multiple selections in one field or to put each selection in its own logic field. If each code is stored in its own field, the fields must be in the following order [A, I, P, T, Y] and inserted in the data dump after Activity Type and before Arts Education.

<sup>2</sup> Multiple selections are allowed for this field. Agencies may choose to put the multiple selections in one field or to put each selection in its own logic field. If each code is stored in its own field, the fields must be in the following order [A, B, H, N, P, W] and inserted in the data dump after Youth Benefiting and before Project Race.

<sup>3</sup> Although not part of the National Standard, this field is required by the NEA. It contains an abbreviation to reference the kind of funding present in grant records where Other NEA Share is greater than zero. Consult NASAA's annual FDR instruction memo for a list of the required codes.

<sup>4</sup> Indicates each agency's unique system of grant identification numbers. This field is not a National Standard requirement, but is encouraged because it helps NASAA and the NEA to quickly trace a record in the event of a question.

<sup>5</sup> Indicates each agency's unique identification number used in its constituent list or mailing list database. A grantee's Federal Employer Identification Number (FEIN) may also be used. Although reporting this field to NASAA and the NEA is voluntary, agencies are strongly encouraged to include this information. It assists NASAA and the NEA with the integration of records into the Unified Database of Arts Organizations, linking information on grant projects to outside data sets offering financial and descriptive details on arts organizations funded by states and regions. Contact NASAA for more information.

<sup>6</sup> If your agency has added optional codes to the Project Descriptors fields (described on page 12 of the Technical Implementation Manual), insert them at location 32 in the data dump. Text codes embedded in a single, consolidated field may be reported in any order. However, if your agency uses separate logic fields the following sequence must be used: [C] Cultural Heritage Tourism, [E] Economic Development, [H] Health/Healing and [O] Older Adults. When including custom codes not outlined on page XX, your data dump to NASAA must be accompanied by a key that lists all codes used and their corresponding definitions.

# National Standard “Cheat Sheet”

## Applicant Status

- 01 Individual
- 02 Organization - Non-Profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

## Type of Activity

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Establishment
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Regranting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

## Applicant Institution

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Gallery/Exhibit Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 Parent-Teacher Organization
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

## Disciplines (Applicant & Project)

- 01 Dance
  - A Ballet
  - B Ethnic/Jazz
  - C Modern
- 02 Music
  - A Band
  - B Chamber
  - C Choral
  - D New
  - E Ethnic
  - F Jazz
  - G Popular
  - H Solo/Recital
  - I Orchestral
- 03 Opera/Musical Theatre
  - A Opera
  - B Musical Theatre
- 04 Theatre
  - A General
  - B Mime
  - D Puppet
  - E Theatre for Young Audiences
- 05 Visual Arts
  - A Experimental
  - B Graphics
  - D Painting
  - F Sculpture
- 06 Design Arts
  - A Architecture
  - B Fashion
  - C Graphic
  - D Industrial
  - E Interior
  - F Landscape Architecture
  - G Urban/Metropolitan
- 07 Crafts
  - A Clay
  - B Fiber
  - C Glass
  - D Leather
  - E Metal
  - F Paper
  - G Plastic
  - H Wood
  - I Mixed Media
- 08 Photography
- 09 Media Arts
  - A Film
  - B Audio
  - C Video
  - D Technology/Experimental

## Disciplines (Continued)

- 10 Literature
  - A Fiction
  - B Non-Fiction
  - C Playwriting
  - D Poetry
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
  - A Folk/Traditional Dance
  - B Folk/Traditional Music
  - C Folk/Traditional Crafts & Visual Arts
  - D Oral Traditions (include folk/traditional storytelling)
- 13 Humanities
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

## Arts Education

- 01 50% or more of project activities are arts education directed to:
  - A K-12
  - B Higher education
  - C Pre-kindergarten
  - D Adult learners
- 02 Less than 50% of project activities are arts education directed to:
  - A K-12
  - B Higher education
  - C Pre-kindergarten
  - D Adult learners
- 99 No arts education

## Project Descriptors

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

## Grantee Race

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

## Project Race

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



**NATIONAL  
ENDOWMENT  
FOR THE ARTS**



**NATIONAL  
ASSEMBLY OF  
STATE ARTS  
AGENCIES**

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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.

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