

## Required Data Fields and Dump Sequence

Field Name and Order	Field Type	Maximum Length
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
<b>NEW</b> 25 NEA Share	<b>numeric</b>	<b>8 digits</b>
26 SAA Share	numeric	8 digits
27 Other Share	numeric	8 digits
<b>NEW</b> 28 NEA Funding Purpose <sup>3</sup>	<b>text</b>	<b>18 characters</b>
29 Application Number <sup>4</sup>	text/numeric	9 characters
30 Constituent ID <sup>5</sup>	text/numeric	10 characters
31 Custom Project Descriptors <sup>6</sup>		

### NEW FOR FY 2008

- NEA Share: This field is a consolidation of the BSP Share and Other NEA Share fields from prior years. Funds that were formerly reported in either of these fields should now be reported in the NEA Share field.
- NEA Funding Purpose: This field replaces the NEA Program field. This field should be coded any time funds are reported in the NEA Share field. Please refer to Attachment F for a description of these codes.
- Field reduction: There are now 31 data fields due to the consolidation of share fields. Fields formerly numbered 27 through 32 are now numbered 26 through 31.

### 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. See Attachment F for more information.

<sup>4</sup> Indicates each agency's unique system of grant identification numbers

<sup>5</sup> Indicates each agency's unique identification number used in its constituent list or mailing list database. A grantee's Dun & Bradstreet DUNS number may be used, if the agency collects these. 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.

<sup>6</sup> If your agency has added optional codes to the Project Descriptors fields, insert them at location 31 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, your data dump to NASAA must be accompanied by a key that lists all codes used and their definitions