

NAC Grants Resource Guide to NEA Reporting Codes



The Nevada Arts Council (NAC) receives a portion of our grant funding for the National Endowment for the Arts (NEA). Per NEA guidelines, we must collect specific information in the application and final report for each grantee as part of our reporting requirements. The definitions of each of these data points are explained in this document. If you have any questions, you can contact NAC grants staff at grants@nevadaculture.org.

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1. APPLICANT STATUS

Use these descriptors 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 assalary or reasonable compensation for services and travel expenses).
- 03 Organization - Profit:** Engaged in profit-making activities (i.e., income or assets do not 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 (of or relating to city or town) government.
- 09 Government - Tribal:** The governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.
- 99 None of the above**

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2. DUNS NUMBER

All organizations who receive federal funds must have a DUNS number. Grantees who are individuals are exempted from this requirement. The DUNS number can be obtained for free at www.dnb.com.

The Data Universal Numbering System is a unique nine-character identification number. DUNS numbers are required of all Federal grant recipients and provided by the commercial company Dun & Bradstreet. The federal government uses the DUNS number to assess the economic impact of nonprofit organizations. The number also provides consistent name and address data for electronic grant applications.

Please note: if you are asked to enter credit card information or are told that you must pay, you are not in the right place.

3. APPLICANT INSTITUTION

Use these descriptors to describe the specific type of organization or person receiving funds. This is a more detailed descriptor than the Applicant Status.

- 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 vocationally 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 arboreta).
- 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.

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- 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.

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- 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). *Humanities refers to academic disciplines that study human culture. They include ancient and modern languages, literature, philosophy, international relations, and musicology.*
- 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 Organization.)
- 33 Correctional Institution:** A prison, penitentiary, reformatory, etc.
- 34 Health Care Facility:** A hospital, nursing home, clinic, etc.
- 35 Religious Organization:** A 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, macramé, 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**

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- 47 Cultural Series Organization:** An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community Music Series, MetroModern 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 Organization).
- 51 Child Care Provider:** An organization providing childcare.
- 99 None of the above**

4. APPLICANT/PROJECT DISCIPLINE

For Applicant Discipline: select the primary (at least 50% of the applicant's focus is this specific discipline) item that describes the main art form of the applicant (individual or organization).

For Project Discipline: select the primary item that describes the main art form of the project. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award.

- 01 Dance** - include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime (see "Theatre" 04 for mime).
- 02 Music** - include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral.
- 03 Opera/Music Theatre** - include opera and musical theater.
- 04 Theatre** - include theatre general, mime, puppet, theatre for young audiences and storytelling as performance. 05 Visual Arts - include experimental, graphics, painting, and sculpture.
- 06 Design Arts** - include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.
- 07 Crafts** - include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media. 08 Photography - include holography.
- 09 Media Arts** - include film, audio, video, and work created using technology or experimental digital media.
- 10 Literature** - include fiction, non-fiction, playwriting, and poetry.

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- 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. Do not include Multidisciplinary work, described below in code 14.
- 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. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, 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** - 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.
- 15 Non-arts/Non-humanities** - none of the above.

5. NEA PRIMARY STRATEGIC OUTCOME

Choose one descriptor that best describes the PRIMARY (50% or more) strategic outcome associated with the grant funding. A detailed description of these outcomes/objectives (except Understanding) is provided at [https://www.arts.gov/grants- organizations/art-works/objectives](https://www.arts.gov/grants-organizations/art-works/objectives).

- A: Creation:** The Portfolio of American Art is Expanded
- B: Engagement:** Americans Throughout the Nation Experience Art
- C: Learning:** Americans of All Ages Acquire Knowledge or Skills in the Arts
- D: Livability:** American Communities are Strengthened Through the Arts
- E: Understanding:** Public knowledge and understanding about the contributions of the arts are enhanced. NEA outcome for Understanding: evidence of the value and/or impact of the arts is expanded and promoted.

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6. TYPE OF ACTIVITY

Select the descriptor 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, 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**

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- 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 **Website/Internet Development:** Include the creation or expansion of existing websites (or sections of websites) 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.
- 37 **Public Art/Percent for Art**
- 99 **None of the above**

7. ARTS EDUCATION

Arts Education is 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 measureable outcomes. Arts Education may include lectures, lecture/demonstrations, workshops, artist residencies, and other educational activities occurring in both schools and communities.

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Did this project include 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. Choose the one item which best describes the funded activities.

- 01** 50% or more of the funded activities are arts education
- 02** Less than 50% of the funded activities are arts education
- 99** None of this project involves arts education

8. POPULATIONS BENEFITING

Input the numbers of populations benefiting based on the following definitions:

Adults Engaged in Person: Number of adults (ages 18 and over) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. **Do not** count individuals reached through TV, radio or cable broadcast, the Internet or other media. **Include** actual audience numbers based on paid/free admissions or seats filled. **Avoid** inflated numbers and do not double-count repeat attendees.

Children/Youths Engaged in Person: Number of children/youths (under age 18) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. **Do not** count individuals reached through TV, radio or cable broadcast, the Internet or other media. **Include** actual audience numbers based on paid/free admissions or seats filled. **Avoid** inflated numbers and do not double-count repeat attendees.

Artists Directly Involved: Number of artists directly involved in providing artistic services specifically identified with the award. **Include** living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists were directly involved in providing artistic services, enter 0.

Population Benefited by Race/Ethnicity: Select all categories that, by your best estimate, made up **25% or more** of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

- N** American Indian/Alaska Native
- A** Asian
- B** Black/African American
- H** Hispanic/Latino
- P** Native Hawaiian/Other Pacific Islander
- W** White
- G** No single racial/ethnic group made up more than 25% of the population directly benefited

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Population Benefited by Age: Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

- 01 Children/Youth (0-18 years)**
- 02 Young Adults (19-24 years)**
- 03 Adults (25-64 years)**
- 04 Older Adults (65+ years)**
- 09 No single age group made up more than 25% of the population directly benefited**

Population Benefited by Distinct Groups: Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

- D Individuals with Disabilities**
- I Individuals in Institutions** (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- P Individuals below the Poverty Line**
- E Individuals with Limited English Proficiency**
- M Military Veterans/Active Duty Personnel**
- Y Youth at Risk**
- G No single distinct group made up more than 25% of the population directly benefited**

9. FINANCIAL INFORMATION

Grant Amount Requested

Amount requested in support of this project. This is your initial grant REQUEST, not the AWARD amount.

Grant Amount Awarded

Amount awarded by state arts agency.

Grant Amount Spent

Actual grant amount spent on the project. Unless there are extenuating circumstances, this number should match the GRANT AMOUNT AWARDED exactly.

Actual Total Cash Expenses

The total dollar amount of money spent to support the project **including** Grant Amount Spent. 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.

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Actual Total Cash Income

The total dollar amount of money received to support the project **including** Grant Amount Awarded. 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.

Actual Total 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

10. ACTIVITY LOCATIONS

For each grant supported, report information about the location(s) at which activities took place if those activities occurred at a location different than the Applicant Address.

Venue Address: Street address or Rural Route Number of the project activity. Provide mailing address only if street address is not available. For venues based at an individual's personal address, skip to Venue State. Do not enter the name of the venue, enter the address only.

Venue City: City where the venue is located.

Venue State: State where the venue is located.

Venue Zip: Zip code for address of the venue. Leave this field blank if the venue is outside the United States.

Number of Days on Which Activities Occurred: Estimated number of days during the funded grant period on which activities occurred at this venue. For projects that involve a permanent installation, enter 999.