



WEST VIRGINIA
COMMISSION
ON THE ARTS

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EEO/AA Employer

American Masterpieces-WV

Application Packet

For grant deadline of April 1, 2011

For projects occurring July 1, 2011 - June 30, 2012

Included in the packet:

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All publications and
application forms
are available in alter-
nate formats. Contact
Accessibility Coor-
dinator at 304/558-
0240 Ext.152 (voice)
304/558-3562 (TDD)



FY2012

American Masterpieces - WV

Introduction & Guidelines

American Masterpieces: Background

The National Endowment for the Arts (NEA) launched a new initiative in 2005 to support the presentation of American Masterpieces and works of American Masters. In 2007, *American Masterpieces: Three Centuries of Artistic Genius* was made up of three components in its inaugural year: touring, local presentations, and arts education, in the disciplines of dance, musical theatre, choral music and visual art.

In addition to the national initiative, state arts agencies across the country developed their own American Masterpiece programs to support the work of artists and arts organizations in their states. In 2007 West Virginia Commission on the Arts (WVCA) supported the Mid Atlantic Arts Foundation (MAAF) Tour by providing funds for West Virginia presenters. In 2008-2012, WVCA again supported the MAAF Tour with funds for WV presenters. These funds are separate from the AMERICAN MASTERPIECES–WV funds available through this application process.

AMERICAN MASTERPIECES -WV

Summary of Project Goals:

West Virginia's American Masters/Masterpieces initiative seeks to ensure that West Virginians have continued access to America's cultural legacy and an increased awareness of West Virginia's impact on that legacy through 1) increased opportunities through financial touring support for WV presenters to offer high quality touring programs with strong educational and outreach components; 2) encouraging collaborative multi-disciplinary projects featuring WV artists in innovative programs that can be toured to a minimum of three communities; 3) developing enhanced opportunities for colleges and universities to partner with arts organizations and artists to strengthen arts learning and pathways to arts careers; 4) documentation of masterworks with a final product to be shared with schools or libraries.

The WVCA encourages applications from West Virginia-based organizations. Applicants will make the case that the proposed work is of acknowledged national stature and tenure. The language below (What Makes an American Masterpiece?) defining American masters/masterpieces will help clarify what American Masterpieces means to West Virginia, and will enable funded projects to represent the standards of quality set forth by the NEA.

Eligible projects include, but are not limited to, re-creations, reconstructions, production, presentation, reading, exhibition, meet-the-artist, broadcast, and touring of existing masterworks or master artists. Projects should be open to the public or presented as part of student curriculum with an emphasis on educational materials and activities meeting state instructional goals and objectives.

Projects may stand alone or be part of a larger season of presentations as long as those projects have not already been funded through regular grant programs of the WVCA. The work of West Virginia artists is eligible if it meets the criteria for American Masterpieces. Collaborative projects that feature the work of West Virginia artists in more than one community are encouraged.

Projects may complement or tie in directly to the broad portfolio of American Masterpieces projects awarded competitively through NEA discipline programs. Organizations may expand an existing project funded through WVCA to deepen appreciation and understanding of a masterwork. Commissioning new work is not eligible through this program. One application for AMERICAN MASTERPIECES-WV per organization will be accepted.

Program at a Glance

Purpose of the Grant:

- To showcase the work of American artists who are acknowledged masters in their fields.
- To demonstrate the historical or cultural significance of American masterpieces to West Virginia, either in origin or influence.
- To demonstrate artistic excellence in the quality of the presentation of the project.
- To develop projects that deepen the appreciation and understanding of American masterpieces for West Virginians
- To encourage collaborative projects featuring qualifying West Virginia artists from various disciplines and presenting those artists in at least three communities.

Disciplines: all disciplines

Activities: presentations, reconstructions, tours, productions, meet-the-artist, broadcast, re-staging, exhibitions, documentaries, documentation, readings of American Masterpieces that are open to the public or presented in the schools. All activities should provide context leading to a fuller understanding of the work and the artist(s).

Deadline: Postmark deadline of April 1, 2011.

Eligibility to Apply: West Virginia non-profit organizations, schools, colleges and universities can apply for funding to assist in emphasizing American Masterpieces. Where a college or university is applying, one application per institution will be allowed. Funding level will be the same for colleges and universities as all other applicants. Any applicant who is in arrears on final reports for previously funded WVCA grants is ineligible.

When: Projects may take place from July 1, 2011 through June 30, 2012.

Funding: Matching grants ranging from \$2000 to \$10,000 will be available. Up to 50% of the overall project cost is eligible. A cash match for 50% of the overall project cost is required. No in-kind match is accepted.

Where: All projects must take place within the State of West Virginia. Project locations must be accessible to all citizens.

What Makes An American Masterpiece?

Selected masterworks or master artists should reflect a majority of the following:

- Those who/which have left indelible impressions on the nation's cultural landscape and have pioneered and molded American Experience.
- Are of acknowledged national stature and tenure
- The work captures, reflects, or changes our perceptions of the American experience.
- The artist has created a significant body of work over time.
- The work/artist influenced the art form/art world, and/or influenced a generation of subsequent or current creative/interpretive artists.
- The artist is recognized through productions/awards/honors outside their local community.
- The work of the artist has generated critical, scholarly and/or community recognition and response (e.g. articles, publications, catalogues, features, appearances, etc.)

Application Instructions

All sections of the application must be typewritten. Handwritten applications will not be considered. Do not staple or bind materials. Use paper clips to separate sections. Application may be scanned and the original print submitted with the original signature. Applications are also available online at <http://www.wvculture.org>

Please submit **TWO complete single-sided copies of your grant application packet, including TWO copies of all supporting documents**

PART I

APPLICANT COVER SHEET

- Enter applicant organization's name and address. This form requires the organization's legal name as recognized by the IRS and the WV Secretary of State. For Contact Person, enter the person to be called with questions. Please list daytime and evening phone numbers and e-mail if applicable.
- Enter your Federal Employer Identification Number in the blank labeled FEIN. Enter your date of incorporation. If you are not a tax-exempt organization under IRS code 501, you are not eligible. Confirm your non-profit status by attaching a copy of your IRS determination letter to your application.
- Code your organization using the national coding standards included with these instructions. Code ALL blanks in relation to your organization. If you are unsure, contact staff for assistance.
- If you applied for any other grants from the WVCA during this year's grant cycle check the category and enter the total amount requested for each.
- Application Summary: type the title, date, and total amount requested for your Challenge America project. (This amount is also line C on the Individual Project Budget.)
 - Total Applicant Matching Cash Funds must be equal to or greater than the Grant Amount Requested. Include organization's cash, project income and other support.
 - Total Cash Expenses is actual project costs. This amount must equal the sum of Grant Amount Requested plus the Total Applicant Matching Cash Funds.
 - Read the certification information carefully, sign and date the application. The person signing the application must have legal authority to obligate the organization and cannot be a recipient of grant funds.

PART II

ORGANIZATIONAL OPERATING BUDGET – This form requests your organization's financial operating budget for the last, current and next fiscal years. Under the Last Fiscal Year column, enter actual amounts spent (Expenses) and earned/received (Income) in the last completed fiscal year. In the Current Fiscal Year column, enter the projected expenses and income for the year in which you are currently operating. In the Next Fiscal Year column enter the projected budget for the upcoming fiscal year. This is the fiscal year in which the projects for which you are applying will fall. Be sure to enter your organization's name on the top line.

Expenses:

- Contracted fees and travel expenses: artists' and professionals' fees, travel costs, lodging and meals.
- Production/service expenses: utilities, rent, exhibit costs, contracted services (lighting/sound, janitorial)
- Administrative expenses: staff's salary and benefits, travel, office supplies, etc.
- Capital expenses: real property, construction, renovation and durable equipment costs.

Income:

- Enter amount earned from ticket sales, fundraisers, fees for services provided, artwork sales, etc.
- Enter any income earned from endowment funds.
- Enter the amount contributed from individuals, corporations/foundations, state, regional, and local government. Include grants, award money, donations, and any other financial support.
- Total the numbers from the Contributed section under each column. Then, total the Earned amount plus the Contributed amount and enter this as Total Income in each column.
- Operating Surplus/Deficit: Total Expenses and Total Income should be equal. If they are not, you must explain your plans for eliminating a deficit or expending a surplus.
- Capital income: Indicate what portion of your income is capital campaign or designated fund income.

PART III

BUDGET NARRATIVE - Please respond to all questions regarding your budgeting process to provide a clearer picture of your financial status. Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Retype the headings in bold before each section of the narrative.

PART IV

INDIVIDUAL PROJECT FORM -

- Estimate how many people will benefit from the project. Include the audience, participants, students, etc. but not paid performers or employees. In the next blank, give the number of artists participating.
- Indicate if the project is open to the public and the cost of tickets (if applicable).
- Code your project. Use the national coding key included with these instructions to code your project activity, race, descriptors, arts education and discipline (number and letter).
- Enter the title of your project and a brief description. To complete the Project Summary, enter the total budget for the project for which you are applying. In the second column enter 50% of the total budget costs not to exceed \$10,000 as your grant request.

PART V

INDIVIDUAL PROJECT BUDGET

Expenses: Though some of these items are not eligible for funding, the information is helpful in understanding your organization's total costs.

- **Personnel:** enter the amount paid to employees working on this project.
- **Outside Professional Services:** list artists, contractors, or other professionals who have been contracted to work on the project and enter contract fees. Total these amounts and record under Cash Expenses.
- **Travel:** enter the amount you will spend on travel for the artist (may include food/lodging) directly relating to the project.
- **Shipping:** enter the amount of any shipping costs associated with the project.
- **Other Fees and Services:** miscellaneous expenses specific to your project.
- **Marketing:** enter the amount that you will spend on publicizing the project.
- **Remaining Operating Expenses/Space Rental:** enter any project expenses not addressed in the above categories to the left of the slash. If you are renting a facility for the project, include the amount you will pay in rent to the right of the slash. Enter the total of the two amounts in the right column.
- Add the Cash Expenses column. That figure is Total Project Expenses. (Line A)

Income: This is where you show how you will support the project and match a WVCA grant.

- Enter any revenue (money earned by your organization) from admission fees, contracted services fees, or other. These amounts may be projected.

- Provide figures showing the amount of financial support received in the form of grants, awards, donations, etc. On lines provided, list names of corporate, foundation, federal, state and local contributors. Note: any money from a pending grant, award, etc. must be labeled “pending.” Documentation of support must be included as an attachment.
- Applicant Cash refers to your organization’s cash available to put toward this project.
- Total the Cash Income column, enter as (Line B) Total Applicant Matching Cash Funds. Enter the Grant Amount Requested (Line C). Line B must be equal to or greater than Line C.
- Add Total Applicant Matching Cash Funds and Grant Amount Requested to get Total Cash Income (Line D). This must equal Line A under Expenses.

PART VI

APPLICATION NARRATIVE – Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Not to exceed four pages. Be brief, but thorough. This is your chance to sell your idea! Re-type the headings in bold before each section of the narrative. Addressing all points in your narrative will strengthen your score.

PART VII

ACCESSIBILITY REQUIREMENTS FORM - This page must accompany all General Grant applications. The WV Division of Culture & History/ WV Commission on the Arts requires that you to address accessibility thoroughly for the program year.

1) You (the legal authority to obligate the applicant) will be required to submit the signed Americans with Disabilities Act Compliance Assurance Form that indicates your programmatic and facility accessibility as described by the Americans with Disabilities Act (ADA).

2) All applicants must complete the updated Diversity and Accessibility Questionnaire relating to your programs and facilities.

The expectations for quality accessible programs are the same for schools and arts organizations. Schools are urged to use The Arts Accessibility Checklist and Transition Plan as a tool to improve awareness and promote accessibility but it is not required as part of the grant application. Schools are required to complete the Diversity & Accessibility Questionnaire.

Accessibility forms and documentation must be included with your grant application at the time of submission and will factor into the grant review process. Forms and accessibility resources are available at www.wvculture.org/arts or contact the accessibility coordinator at 304/558-0240, ext. 152.

New simplified formats for the Arts Accessibility Checklist and Transition Plan and the Diversity and Accessibility Questionnaire are based on ADAAG regulations and were created through a partnership between the WVCA and the Center for Excellence in Disabilities/West Virginia University.

ATTACHMENTS

SUPPORT DOCUMENTS - Two copies of all supporting documents must be submitted as one-sided copies. No two-sided copies will be copied or included in the grants distributed to reviewers. Brochures, annual reports, financial audits, etc. will be provided for the first panel reader and available in grant file, but will not be copied for distribution. Please use the checklist to assure that all appropriate documents are included.

PART I

DO NOT WRITE IN THIS SPACE

American Masterpieces - WV Applicant Cover Sheet

Date received: _____
Application #: _____
PRN: _____

MUST BE TYPEWRITTEN

Applicant Legal Name: (Organization) _____

Mailing Address: _____
Street City State County Zip Code

Contact Person: _____ Telephone (daytime) _____
(non-bus. hours) _____

E-mail address/website _____

FEIN Number _____ Date of Incorporation _____

PLEASE NOTE: Attach a copy of IRS determination letter to confirm non-profit, tax-exempt status.

Coding:

Using national coding key, please code your organization's status, institution, discipline and race.

Applicant Status _____ Applicant Institution _____

Discipline (number and letter) _____ Grantee Race _____

During this fiscal	_____	Arts in Education	Amount Requested	\$ _____
year's grant cycle,	_____	Community Arts Project	Amount Requested	\$ _____
did you also apply	_____	Major/Mid-Size GOS	Amount Requested	\$ _____
to:				

Application Summary: (List the title of your project, date and amount requested)

Project title	Date	Total Grant Amount Requested
1. _____	_____	\$ _____
TOTAL APPLICANT MATCHING CASH FUNDS		\$ _____
TOTAL PROJECT EXPENSES		\$ _____

I certify that 1) the information in this application is true and correct to the best of my ability, 2) the organization's Board of Directors has approved this project, 3) I have the legal authority to obligate the applicant. Profits made from any project receiving support from the WV Commission on the Arts will be used in support of the arts or artists. I have read and understood the guidelines and will comply with all rules, regulations, laws, terms and conditions described therein. I agree to allow the WVCA to duplicate any materials submitted with this application for the purposes of selection process, education and reports to the National Endowment for the Arts.

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

PART II

American Masterpieces - WV Organizational Operating Budget

MUST BE TYPEWRITTEN

Applicant Name: _____

Provide the requested information for your organization for the most recently completed operating/
fiscal year, current fiscal year and upcoming fiscal year for which you are applying.

	Actual Figures Last Fiscal Year		Budgeted Figures Current Fiscal Year		Budgeted Figures Next Fiscal Year	
	_____	_____	_____	_____	_____	_____
	start date	end date	start date	end date	start date	end date
1. EXPENSES						
Contracted fees and travel expenses	\$ _____		\$ _____		\$ _____	
Production/exhibition/service expenses	\$ _____		\$ _____		\$ _____	
Administrative expenses	\$ _____		\$ _____		\$ _____	
Capital expenses	\$ _____		\$ _____		\$ _____	
Total Expenses	\$ _____		\$ _____		\$ _____	
2. INCOME						
Earned	\$ _____		\$ _____		\$ _____	
Endowment income	\$ _____		\$ _____		\$ _____	
Contributed:						
Individuals	\$ _____		\$ _____		\$ _____	
Corporations/Foundations	\$ _____		\$ _____		\$ _____	
Federal Government	\$ _____		\$ _____		\$ _____	
State Government	\$ _____		\$ _____		\$ _____	
Local Government	\$ _____		\$ _____		\$ _____	
Total Contributed	\$ _____		\$ _____		\$ _____	
Total Income	\$ _____		\$ _____		\$ _____	
3. OPERATING SURPLUS/(DEFICIT)	\$ _____		\$ _____		\$ _____	
4. CAPITAL INCOME What portion of organizational income is derived from capital campaign?						
	\$ _____		\$ _____		\$ _____	

PART III

American Masterpieces - WV Grant Budget Narrative

NARRATIVE: All applicant organizations must submit a budget narrative. Attach separate sheets typed in at least 12 point type. Retype the headings in bold before each section of the narrative. Be concise and thorough. Please answer ALL questions.

1. Describe involvement of staff, board officers and committees in the preparation of your annual budget. Describe the process for board oversight and budget monitoring as the year unfolds: provide a timeline for financial reports and the process used for the adoption of an adjusted budget.
2. Describe the earned and unearned income resources available to your organization?
3. What methods were used to determine expenses for the projected budget: flat funding using current budget figures? increases based upon anticipated inflation? special resources for special projects? zero-based budgeting representing a thorough reconsideration of previous expense planning? or a reduction in parts or overall spending?
4. Describe capital purchase expenses for real property, construction, renovation or durable equipment.
5. What strategies are used to manage cash flow problems? Does your board have an endowment or board-restricted contingency fund?

PART IV

American Masterpieces - WV Individual Project Form

DO NOT WRITE IN THIS SPACE

Application #: _____

PRN: _____

MUST BE TYPEWRITTEN

Please complete this form describing your American Masterpieces project

Applicant Name: (Organization) _____

Location of Project (City and County) Start Date End Date Time Place/Facility

Projected number of participants/audience _____ Artists participating _____

Open to the Public? _____ Cost of tickets: Adults \$ _____ Students \$ _____

Coding:

Using coding instructions, please code your project.

Type of Activity _____ Project Race _____ Project Descriptors _____

Arts Education (number and letter) _____ Project Discipline (number and letter) _____

Will you be using Federal Funding as match for any portion of your project? _____ Yes _____ No

Project Title and brief description:

Total American Masterpiece-WV Project Budget

\$ _____

Total Amount Requested

\$ _____

PART V

American Masterpieces - WV Individual Project Budget

EXPENSES (For This Project):

CASH EXPENSES

PERSONNEL (Your staff)

Administration/Artistic/Technical \$ _____

OUTSIDE PROFESSIONAL SERVICES

Artistic Fees & Services

_____ \$ _____

_____ \$ _____

_____ \$ _____

TRAVEL

_____ \$ _____

SHIPPING

_____ \$ _____

OTHER FEES & SERVICES

_____ \$ _____

MARKETING

_____ \$ _____

REMAINING OPERATING EXPENSES/SPACE RENTAL

_____ / _____ \$ _____

TOTAL PROJECT EXPENSES

\$ _____

LINE A

INCOME (For This Project):

CASH INCOME

REVENUE (May be projected)

Admissions \$ _____

Contracted Services Revenue \$ _____

Other Revenue \$ _____

SUPPORT

Corporate Support _____ \$ _____

Foundation Support _____ \$ _____

Other Private Support _____ \$ _____

GOVERNMENT SUPPORT (Do not include this grant request)

Federal _____ \$ _____

State/Regional _____ \$ _____

Local _____ \$ _____

APPLICANT CASH

\$ _____

TOTAL APPLICANT MATCHING CASH FUNDS

\$ _____

LINE B

GRANT AMOUNT REQUESTED

\$ _____

LINE C

TOTAL CASH INCOME

\$ _____

LINE D

LINES A and D MUST BE EQUAL

PART VI

American Masterpieces - WV

Application Narrative

The application narrative is crucial to your application. Be concise, clear and tell your story. Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Retype the headings in bold before each section of the narrative. Not to exceed four pages. Be brief, but thorough. Please address ALL nine(9) points within your narrative. Attach resume and contract for each artist whose fees are requested within this project.

Who Are You? and What Do You Do?

1. Briefly describe your organization's history, mission and goals.
2. Include a brief history of your arts programming.

What are you going to do with this project?

3. Summarize your proposed project noting:
 - Featured American Masterpieces and how they were chosen
 - Programs and services being offered
 - Educational component that deepens the understanding of the work and or artist(s)
 - Targeted audience and participants
 - Timeline for planning and implementing the project
 - Touring component (if applicable)

Why are you doing this project?

4. Summarize your goals for the project and the intended outcomes. How does this project relate to your organization's long range plan? Describe activities planned as part of the project. List dates/times, communities being served, expected attendance figures, and educational or support materials to be offered.
5. Describe how you will demonstrate the historical or cultural significance of this American masterpieces project to your target audience. Does the project directly relate to West Virginia or West Virginians? How?

How are you going to complete this project?

6. Are you partnering with another organization? Describe key personnel and each organization's role in the project.
7. Describe plans for marketing the project. Include specifics such as: target audience(s), attendance/participation goals, types of media to be used and ticket price structure.

How will you evaluate and document this project?

8. How will you evaluate this project? Include details/samples about goals, strategies and tools for evaluation. Describe how this information will be used in planning future projects.
9. Describe plans for documenting this project. (i.e. video, website, print, photography?)

Accessibility Requirements Form

Americans With Disabilities Act Compliance Assurance Form is required for a complete application. All organizations who are not in full compliance must complete the new simplified transition plan. Please contact the accessibility coordinator at (304) 558-0240 ext 152 or visit our website at www.wvculture.org/arts

____ We are in full compliance with the American's with Disabilities Act (ADA).

____ We are not in full compliance with the American's with Disabilities Act (ADA) and have completed the transition plan.

ORGANIZATION: _____

LOCATION OF PROJECT/FACILITY REPRESENTED: _____

* NAME: _____

TITLE: _____

SIGNATURE: _____

* Name of the person with authority to legally obligate "APPLICANT."

Program Diversity & Accessibility Questionnaire - FY2012

Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. Please restate each question in bold before the answer. the questions apply not only to your programs, but to artists, staff, volunteers and board members as well.

1. Tell us about your community? Include demographic information on cultural/ethnic make-up, economy and employment, education level and average age of your population.
2. How does your organization let the community know about programs and services? How do you invite the community to participate? How do you make all members of the community feel welcome at your facilities and programs?
3. What accommodations are available to address the following disabilities (Describe access to both facilities and programs) Mobility disabilities? Visual disabilities? Hearing disabilities? Speech disabilities? Learning disabilities? Developmental disabilities?
4. How do you reach out to community members with disabilities? Does your organization target this population for participation?
5. Are the universally accepted disability symbols used on your website, print materials and signage to inform the public that accommodations are available? Are these materials accessible?
6. Describe your organization's policy on accessibility. How is the policy publicized? Is there an access committee? Is there staff assigned to address accessibility?

American Masterpieces - WV Application Checklist

- PART I - Signed Application Cover Sheet
- PART II - Organizational Operating Budget
- PART III - Budget Narrative
- PART IV - Individual Project Form
- PART V - Individual Project Budget
- PART VI - Application Narrative

When preparing an application please check specific program guidelines in the Grants and Services Book for any special instructions. Include any required supplemental materials with items listed on the Checklist.

- Accessibility Requirements Form
- All final reports are current
- IRS letter documenting organization's non-profit status
- Artist resumes and promotional materials
- Contracts or letters of agreement
- Marketing Plan
- Printing estimates (if requesting support for printing)
- List of current board of directors of the organization
- Letters of support from listed participants or partner organizations
- Sample evaluation tools
- Letters of verification from sources of matching funds
- TWO complete single-sided copies of your grant packet (TWO copies of all support documents)



These items are **REQUIRED** to complete your grant application. Incomplete applications receive lower scores. Funding levels are based on score.

Scoring Criteria:

Your application will be scored according to the following criteria. Highest possible score is 100

1. Is the project clearly described? Does it show good planning and innovation?(15 points)
2. Are qualified artists included in the planning and the project? (20 points)
3. is the project of high artistic quality with clear connection to the mission of the sponsoring organization and the NEA American Masterpieces standards? (15 points)
4. Are collaborations in place to expand the resources and impact of the project? Does the project offer community access to American masterpieces in such a way as to bring clearer understanding and a deeper appreciation of the art or artist(s) (20 points)
5. Does the organization have the capacity to administer funds and implement the project as presented in the application? Is a clearly described marketing plan in place to assure success? (15 points)
6. Is evaluation and documentation appropriate and clearly described? (15 points)

NATIONAL STANDARD CODING SHEET

APPLICANT STATUS

- 01 Individual
- 02 Organization - Nonprofit
- 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

APPLICANT INSTITUTION

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/Univ.
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Exhibit/Gallery 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 Organization
- 19 School District
- 20 Parent - Teacher Association
- 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
- 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/Institution
- 50 Social Services Organization
- 51 Child Care Provider
- 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 Development
- 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 Re-granting
- 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

DISCIPLINES (APP& PROJ)

- 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 Theater**
 - A Opera
 - B Musical Theater
- 04 Theater**
 - A General
 - B Mime
 - D Puppet
 - E Theatre for Young Audiences
- 05 Visual Arts**
 - A Experimental
 - B Graphics/Printmaking
 - 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

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/ trad.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
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