



West Virginia Division of Culture and History
Commission on the Arts
The Culture Center
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EEO/AA Employer

FY2013

ARTS PARTNERS

POSTMARK DEADLINE MARCH 1

Contact: Debbie R. Haught, Community Arts Coordinator, debbie.r.haught@wv.gov

ENCLOSED

- ✓ Guidelines and program description
- ✓ Application Forms and Instructions
- ✓ Submission Checklist
- ✓ Review Criteria
- ✓ National Standard Coding Sheet
- ✓ *Before applying, read the West Virginia Commission on the Arts General Guidelines.*



All publications and application forms are available in alternate formats.
Contact Rose McDonough, Accessibility Coordinator at
304-558-0240 x. 152 (voice) 304-558-3562 (TDD)

About the Arts Partners Program

General operating support is a grant made to further the general purpose or work of an organization, rather than for a specific purpose or project. It supports long-standing, stable arts organizations and acknowledges arts services to the community. General operating support funds are applied toward an overall budget to supplement earned income, donations, corporate and foundation funds and other grant awards.

The WVCA offers general operating support to eligible organizations in a new grant program called Arts Partners. Replacing Major Institution and Mid-Size Institution Support, Arts Partners has been expanded and enhanced to better serve a wider range of successful, sustainable arts organizations with varying budget size.

All participants in Arts Partners must go through a pre-application phase and be accepted into the category. Once an organization has reached the pre-requisite budget size and can fully meet the stated criteria, inclusion in the Arts Partners grant category is available through a pre-application process. Pre-application is required of all first-time applicants to this program. New applicants must be evaluated for readiness for the Arts Partners program.

The timeline for pre-application is as follows:

October 1: Letter of intent to apply for all new applicants. Arts staff will respond to letter of intent by October 15th with the pre-application packet.

November 1: Deadline for submission of Arts Partners Pre-application Packet

November-December: Interview meetings will be scheduled with selected members of the board of directors and staff leadership of the new applicant organization along with arts staff and a member of the West Virginia Commission on the Arts.

January 15: Announcement of those applicants accepted into the Arts Partners category (Any unsuccessful applicant to the Arts Partners category will continue to have full access to all other grant programs provided by the WVDCH/WVCA.)

March 1: Application deadline for Arts Partners General Operating Support

Applicants will be re-evaluated on at least a three year basis or if a marked change in organizational structure, programming, or budget size occurs.

Arts Partners

Guidelines for General Operating Support

Deadline: March 1st

Read all guidelines, instructions, and forms thoroughly.

Eligibility

All applicant organizations must:

- Offer year-round programming, of which at least 75% is arts programming
- Meet the following performance expectations:
 - o Clearly articulated artistic mission statement with service to a broad-based, diverse audience
 - o Ability to demonstrate collaborations
 - o Ability to demonstrate value and community impact of the arts presented
 - o Advocacy for the arts
 - o Appropriate use of West Virginia artists
 - o Compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).
- Have an approved long-range plan (at least 3-5 years), including budgetary planning, that is updated annually.
- Have a board of directors empowered to formulate policies and be responsible for the governance and administration of the organization, its programs and finances.
- Be a previous recipient of at least three successful consecutive years of WVCA programmatic funding
- Have a minimum budget size of \$100,000
- Be an IRS 501(c)(3) arts organization, incorporated and programming in the state of WV for at least five years prior to application
- Organizations with budgets of more than \$250K must have qualified full-time staff; Organizations with less than \$250K must have qualified part-time or full-time staff.
- Organizations with budgets of more than \$750K must present a financial audit of the most recently completed fiscal year with each application; Organizations with budgets of \$750K or less must present a financial review of the most recently completed fiscal year with each application. Applicant must submit proof of up-to-date 990s. WVCA review will include a Guidestar review of all applicants' compliance.
- *Financial statements:* Applications to Arts Partners General Operating Support grants must include financial statements to illustrate the fiduciary responsibility of arts organizations and their governing boards. Organizations should consult with the Director of Arts and/or the Community Arts Coordinator to discuss the appropriate method of reporting.
- When reporting financial activity clear divisions must be made between operating and capital aspects of your organization. Organizations with endowments, or permanently restricted funds from which the earned income is used to support operating expenses, must describe such funds in the budget narrative and documents. GOS recipients should be prepared to segregate grants according to "restricted fund accounting" principles. Advice from legal and financial advisors is recommended.

Organizations Ineligible for Arts Partners GOS Funding

Pre-application process determines eligibility

- Organizations whose primary thrust is education and which award academic credits
 - Organizations whose main purpose is not the arts
 - Divisions or departments of larger institutions
 - National Service Organizations or Consortiums
 - Organizations who receive more than 25% of their operating budgets through funds or in-kind services from other state agencies.
 - Other state agencies or divisions of those state agencies.
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Funding Level

- Each successful applicant will be funded in one amount of Arts Partner Support. Funding will be based on a percentage of the overall granting budget of the WVCA.
 - Tiered eligibility is based on operating (earned and unearned) revenues. Capital revenues, restricted funds, and all in-kind support must be clearly delineated and not part of operating budget.
 - o Tier One: 4 million and above (up to 1-2%)
 - o Tier Two: 3 – 3,999,999 million (up to 2-3%)
 - o Tier Three: 2 - 2,999,999 million (up to 3-4%)
 - o Tier Four: 1 – 1,999,999 million (up to 4-6%)
 - o Tier Five: \$750,000 – \$999,999 (up to 6-8%)
 - o Tier Six: \$500,000 - \$749,999 (up to 8-10%)
 - o Tier Seven: \$250,000 – 499,999 (up to 10-12%)
 - o Tier Eight: \$100,000 – \$249,999 (up to 12-15%)
 - Minimum award is \$10,000 and maximum award is \$100,000.
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Matching Requirements

- Arts Partners are awarded up to 1% - 15% of their operating revenues under this program. Match is achieved through the organization's operating budget.
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Letter of Intent Required

- New applicants requesting acceptance into the Arts Partners category must provide a letter of intent to apply.
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Program purpose

- To support and stabilize eligible organizations by providing financial assistance toward their overall budgets for arts programming
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Program description

- Arts Partners are eligible for one grant award under this program. They are ineligible for grants in any other categories, with the exception of Presenting West Virginia Artist(s) Exhibition Program, Cultural Facilities and Capital Resources Grant Program, and West Virginia Arts Presenters GOS Eligibility and any National Endowment Initiatives such as Challenge America WV State Partnership Grants or American Masterpieces. Tier Eight applicants ONLY are eligible to apply for Staffing Support, under the Community Arts Project Support Category.
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Arts Partners General Operating Support Application *Must be typewritten*

- The criteria upon which applications to this category are reviewed include artistic excellence, effective management, advocacy, community impact and year-round programming and accessibility to audiences and artists.
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Special Instructions

The following materials must be submitted with the Arts Partners application packet:

- Audited financial statement or financial review for the last completed fiscal year. (e.g. when applying for FY2013 grant at the March 1, 2012 deadline, present audited financial statements for year ending June 30, 2011).
- The audit must contain a cover letter statement from the accountant identifying the operating revenues (minus restricted funds, funds raised for capital purposes, and in-kind sources).
- A copy of the board approved long-range plan, clearly indicating annual updates.
- A complete list of the board of directors with a brief bio and a description of their board responsibilities and/or area of assignment.
- A list of key paid or volunteer staff, with a brief description of areas of responsibility and key resume facts.

Application Instructions

Read all instructions and forms thoroughly.

Getting Started

- ✓ Read all instructions and forms thoroughly.
 - ✓ 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 projects and sections.
 - ✓ Submit two (2) complete single-sided copies of your grant application packet, including two (2) copies of all supporting documents.
 - ✓ If you are using the PDF format to complete the application, you cannot save your work on the application. If you have Microsoft Word 1997 or newer, the staff recommends using the “.doc” version of the application, so work can be saved and edited directly on the application.
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Part I: Applicant Cover Sheet *Completed by all applicants*

- For Contact Person, enter the person to be contacted with questions about the application; the WVCA/Arts Section staff will only contact and share information regarding your grant with the Contact Person and the Signor of the grant. The grant award/denial notification and contracts will be mailed in July. It will be mailed to the legal address listed. Please make arrangements for receipt.
- Enter your Federal Employer Identification Number in the blank labeled FEIN. If you are not a tax-exempt organization under IRS code 501(c)(3), or a West Virginia public school, you are not eligible for AIE grants. 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/school. If you are unsure of your group’s category, contact staff for assistance.
- Enter last completed fiscal year operating revenue amount from your auditor’s letter.
- Based on this amount, identify your tier from the Arts Partners guidelines.
- Enter the projected operating revenues for FY2013.
- 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 receive grant funds.
- Required Supporting Documents
 - IRS 501(c)(3) determination letter
 - Front page of last submitted 990

Part II: Organizational Operating Budget *Completed by non-school applicants only*

- This form requests your organization's operating budget for the last, current, and next fiscal years. Under Last Fiscal Year column, enter actual amounts spent (Expenses) and earned/received (Income) in the last completed fiscal year. In Current Fiscal Year column, enter the projected expenses and income for the year in which you are currently operating. In Next Fiscal Year column, enter the projected budget for the upcoming fiscal year. This is the fiscal year in which the project support for which you are applying will fall.
- Expenses:
 - o Contracted fees and travel expenses: artists' and professionals' fees, travel costs, lodging, and meals.
 - o Production/service expenses: utilities, rent, exhibit costs, contracted services (lighting/sound, janitorial)
 - o Administrative expenses: staff's salary and benefits, travel, office supplies, endowment administration costs, etc.
 - o Capital expenses: Real property, construction, renovation, and durable equipment costs.
- Income:
 - o Enter amount earned from ticket sales, fundraisers, fees for services provided, artwork sales, etc.
 - o Enter any income earned from endowment monies.
 - o Enter amount contributed from individuals, corporations/foundations, federal, state, regional, and local government. Include grants, award money, donations, and any other financial support.
 - o Total the numbers from the Contributed section under each column. 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, explain your plans for eliminating a deficit or expending a surplus in the budget narrative.
- Capital Income: indicate what portion of your income is from a capital campaign.

Part III: Budget Narrative

- 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 font with 1" margins. Please copy or retype the headings before each section.

Part VI: Organization Narrative

- This is a crucial part of your application. Be sure it is concise and tells your story.
- Answer all parts of all questions.
- Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

Accessibility Requirements Form and Questionnaire *Completed by all applicants*

The WV Division of Culture & History/ WV Commission on the Arts requires that you to address accessibility thoroughly for the program year.

- Attach separate sheets, typed in at least 12 point font with 1” margins. Please copy or retype the headings before each section.
 - 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).
 - All applicants must complete the Diversity and Accessibility Questionnaire relating to your programs and facilities.
 - 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 Rose McDonough, Accessibility Coordinator at 304/558-0240 ext. 152, rose.a.mcdonough@wv.gov.
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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: Applicant Cover Sheet

Do not write in this space

Date received: _____

Application #: _____

PRN: _____

Applicant Legal Name (Organization): _____

Mailing Address: _____ City: _____

County: _____ State: _____ Zip: _____

Contact Person: _____ Telephone (daytime): _____

Telephone (non-bus. hours): _____ E-mail address: _____

Website: _____ FEIN Number: _____

Date of Incorporation: _____

Coding: Use the national coding key to code your organization's status, institution, discipline, and race.

Applicant Status: _____ Applicant Institution: _____

Discipline (number and letter): _____ Grantee Race: _____

Please mark all other WVCA programs the organization has applied to in this year's grant cycle:

- | | |
|--|---------------------------|
| <input type="checkbox"/> CFCRG | Amount Requested \$ _____ |
| <input type="checkbox"/> Presenting WV Artists | Amount Requested \$ _____ |
| <input type="checkbox"/> Challenge America | Amount Requested \$ _____ |
| <input type="checkbox"/> American Masterpieces | Amount Requested \$ _____ |

Application Summary	Amount Requested
Last completed fiscal year operating revenues	\$ _____
Arts Partners Tier	_____
Projected 2013 operating revenues	\$ _____

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: Organizational Operating Budget

Applicant Name: _____

	Actual Figures Last Fiscal Year _____-_____ Start Date - End Date	Budgeted Figures Current Fiscal Year _____-_____ Start Date - End Date	Budgeted Figures Next Fiscal Year _____-_____ Start Date - End Date
1. Expenses			
Contracted fees and travel expenses	\$	\$	\$
Production/exhibition/service expenses	\$	\$	\$
Administrative expenses	\$	\$	\$
Capital expenses	\$	\$	\$
Total Expenses	\$	\$	\$
2. Income			
Earned income	\$	\$	\$
Endowment income	\$	\$	\$
Contributed income			
Individuals	\$	\$	\$
Corporations/Foundation	\$	\$	\$
Federal Government	\$	\$	\$
State Government	\$	\$	\$
Local Government	\$	\$	\$
Total Contributed	\$	\$	\$
Total Income	\$	\$	\$
3. Operating Surplus/(Deficit)	\$	\$	\$
4. Capital Income: Portion of organizational income raised for capital purposes	\$	\$	\$

PART III: Budget Narrative

Answer all parts of all questions.

Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

- 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 mechanism that would allow for the adoption of an adjusted budget.**
- 2. 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?**
- 3. Describe the relationship between strategic planning (mission, goals, and objectives), programming selection, and fundraising activities in the preparation of your budget.**
- 4. Describe relative weight of expenses in total budget for the following: administration and personnel costs, fixed overhead expenses for facilities/plant operation, and programming costs. How were these decisions made? Separately describe capital purchase expenses for real property, construction, renovation, or durable equipment.**
- 5. Describe the earned and unearned income resources available to your organization. What strategies are used to manage cash flow problems? Does your board have an endowment or board-restricted contingency fund? What funds are currently available in these instruments, and how are they managed for maximum security and planned growth?**
- 6. Explain plans for eliminating any surplus or deficit from your organizational operating budget.**

PART VI: Organizational Narrative

Answer all questions concisely and thoroughly

Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

Provide your organization name and mission statement.

- 1. Describe the schedule of exhibitions, performances or services delivered to the community.**
- 2. Describe your programmatic planning and how it connects to your long range plan goals. What methods do you use to determine if your programming meets the goals of your long range plan? Please attach sample evaluation tools.**
- 3. Identify your target audiences and describe how your programming meets their needs. Describe any collaboration that strengthens your ability to meet these needs.**
- 4. Attach a copy of your marketing plan. Describe how each marketing goal will be met and evaluated.**
- 5. Describe any innovations in programming or planning for programmatic growth. What are you doing that is new, or to reach new audiences? Who do you involve in planning for new programming?**
- 6. Describe the role of your governance board in program planning, fundraising and organizational oversight. What is their level of participation?**
- 7. What indicators of success do you use to assess your organization relating to mission and fiscal resources?**
- 8. Describe your arts/arts in education advocacy efforts locally and on a state and national level. How do you educate, engage and inform decision makers about the impact of your programs on the community you serve.**

Accessibility Requirements Form

Completed by all applicants

Americans with Disabilities Act Compliance Assurance Form is required for a complete application.

All organizations that are not in full compliance must complete the transition plan. Please contact the Rose McDonough, 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 (person with the authority to legally obligate "applicant"):

_____ Title: _____

Signature: _____

The WVCA asks each applicant to describe efforts to improve programmatic and physical access in its organization as a means to evaluate the degree to which it is proactively working on these issues. The WVCA is not in the position to determine whether an applicant is in compliance with any State and Federal laws governing this subject. A WVCA grant should not be interpreted as an opinion on that organization's compliance with its legal obligations. Each organization is responsible for complying with all applicable laws, rules, and regulations.

Program Diversity & Accessibility Questionnaire - FY2013

Completed by all applicants

The following questions pertain to the applicant's programs, artists, staff, volunteers, and board members.

Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

- 1. Tell us about your community. Include demographic information on cultural/ethnic makeup, 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 for each.**
 - a. Mobility disabilities**
 - b. Visual disabilities**
 - c. Hearing disabilities**
 - d. Speech disabilities**
 - e. Learning disabilities**
 - f. 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?**

For resources, help with this questionnaire, and how you can improve access to your programs and facility, contact the Accessibility Coordinator, Rose McDonough at Rose.A.Mcdonough@wv.gov, (304)558-0240 ext. 152.

Arts Partners Application Checklist

These items are required for a complete application. Incomplete applications receive a lower score. Funding levels are based on score.

- PART I - Application Cover Sheet with original signature
- PART II - Organizational Operating Budget
- PART III - Budget Narrative
- PART IV - Organization narrative
- Accessibility Requirements Form
- Diversity & Accessibility Questionnaire
- Financial audit or review from the last completed fiscal year
- Auditor's letter identifying Operating Revenues (All operating revenues minus restricted funds, funds raise for capital purposes, or in-kind resources)
- Current Long Range Plan, including date of most recent update and schedule for annual update
- IRS letter documenting organization's non-profit, 501(c)(3) status (for non-school applicants)
- Front page of last submitted 990
- Marketing Plan
- List of current board of directors with bios and affiliations
- List of key staff with bios
- Letters of support (from partners, collaborators, or those who benefit from your programs)(Limit 5)
- Letters of verification from sources of matching funds
- Samples of advocacy efforts (letters, clippings, etc) (limit three)
- Evaluation tool samples (limit three)
- Marketing/publicity samples (limit three)
- All Final Reports are current
- Two sets of your complete grant packet (one original and one copy, including two sets of all supporting documents)

Arts Partners Application Review Criteria

Each grant application is reviewed, discussed and scored by a panel made up of members of the WVCA according to this criterion. Funding decisions and funding levels are based on scores.

Budget and Budget Narrative 0-5 points

- Complete, accurate and transparent budget information.
 - Clearly articulated financial audit or review.
 - Diversified fundraising with clear local commitment of funds.
 - Quality and completeness of budget narrative.
-

Programming 0-5 points

- Well-described season of programs with clear connection to mission and WVCA goals.
 - Artistic merit/inclusion of quality artists in programs and planning.
 - Artistic vision/mission of organization.
 - Ability of programming to impact community members and fulfill identified needs
-

Target audiences and access 0-5 points

- Service to broad-based, diverse audiences.
 - Clearly identified audiences and needs.
 - Appropriate marketing to achieve maximum outreach to community.
 - Incorporation of ADA/Accessibility compliance into program planning.
-

Planning, implementation and follow-up 0-5 points

- Clearly articulated mission statement.
 - Quality of long range plan
 - o Clear connection to mission
 - o Clearly articulated goals/objectives and strategies for reaching those goals.
 - o Clearly articulated timeline and responsibility for completion.
 - Governance – skilled board that is representative of the community it serves.
 - Advocacy – clear understanding and practice of arts advocacy.
 - Staff – appropriate number of staff and skill level for programmatic success.
 - Effective means of evaluation based on stated goals.
-

Grant management/Ability to complete the project 0-5 points

- Overall preparation and presentation of application.
- Confidence that applicant can effectively manage public dollars
- Evidence of appropriate resources to successfully complete the stated project.

NATIONAL STANDARD CODING 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

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

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

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

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
- ## GRANTEERACE
- 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 (organizations only)