



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

FY2013

COMMUNITY ARTS PROJECT SUPPORT

POSTMARK DEADLINE MARCH 1

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

ENCLOSED

- ✓ Application Forms and Instructions
- ✓ Submission Checklist
- ✓ Review Criteria
- ✓ National Standard Coding Sheet
- ✓ *Before applying, download and read the West Virginia Commission on the Arts [General Guidelines](#) and the [Community Arts Project Support 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)

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

- 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), 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 Standard Coding Sheet 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.
- If you have more than 5 projects, attach a separate sheet.
- Total Matching Cash Funds must be equal to or greater than the Grant Amount requested. Include organization’s cash, project income, and other support.
- Total Project Expenses is actual project cash 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 receive grant funds.
- Required supporting documents:
 - o IRS 501(c)(3) determination letter
 - o Copy of front page of most recently submitted IRS 990

Part II: Organizational Operating Budget

This form requests your organization's operating budget for the last, current, and next fiscal years.

- Last Fiscal Year: Provide actual figures from FY11.
 - Current Fiscal Year: Provide projected figures for FY12.
 - Next Fiscal Year: Provide the projected budget for FY13; it is within this fiscal year the project for which you are requesting grant support must occur.
 - Expenses:
 - o Contracted fees and travel expenses: artist and professional 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 IV: Organization Narrative

- This is a crucial part of your application. Be sure it is concise and tells your story.
 - Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.
 - Answer all parts of all questions.
 - Required supporting documents:
 - o Evaluation tool samples
 - o Sample advocacy efforts, letters, clippings, etc. (limit 3)
 - o List of key staff with bios
 - o List of current board of directors with bios and affiliations
 - o Current long-range plan
 - o Marketing plan
-

Part V: Individual Project Form *Complete one Individual Project Form for each project.*

- Assign each project a number and label each form accordingly (1 of 4, 2 of 4, etc.).
- Code your project. Use the National Standard Coding Sheet 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. List only the budget item amounts for which you are requesting funding. Add the amounts to arrive at your total grant request. Attach a separate sheet if necessary.

Part VI: Individual Project Budget *Complete one Individual Project Budget Form for each project.*

- Expenses: Though some of these items are not eligible for funding, the information is helpful in understanding your organization's total costs.
 - o Personnel: amount paid to employees working on this project (Salaried Positions)
 - o Outside Professional Services: list artists, contractors, or other professionals contracted to work on the project and enter contract fees. Total these amounts and record under Cash Expenses.
 - o Travel: amount you will spend on travel for the artist (may include food/lodging) directly relating to the project
 - o Shipping: amount of any shipping costs associated with the project
 - o Other Fees and Services: miscellaneous expenses specific to your project
 - o Marketing: amount that you will spend on publicizing the project
 - o Space Rental: If you are renting a facility for the project, include the amount you will pay in rent.
 - o Remaining Operating Expenses: any project expenses not addressed in the above categories
 - o Add the Cash Expenses column. That figure is Total Project Expenses (Line A).
- Income:
 - o Enter any revenue (money earned by your organization) from admission fees, contracted services fees, or other. These amounts may be projected.
 - o Provide figures showing the amount of financial support received in the form of grants, awards, donations, etc. List names of corporate, foundation, federal, state and local contributors.
 - o Any money from a pending grant, award, etc. must be labeled "pending." Documentation of support must be included as an attachment.
 - o Applicant Cash refers to your organization's cash available to put toward this project.
 - o 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.
 - o Add Total Applicant Matching Cash Funds and Grant Amount Requested to get Total Cash Income (Line D). This must equal Line A under Expenses.
- Administrative costs incurred during the project by organization or school staff are not eligible for funding and cannot be used as match.
- In-kind or donated goods or services cannot be used as match.
- Supporting documents required:
 - o Letters of verification from sources of matching funds

Part VII: Individual Project Narrative

- Complete one profile for each individual project.
- Attach separate sheets, typed in at least 12 point font with 1" margins. Please copy or retype the headings before each section.

Community Arts Project Support *Must be typewritten*

- Be brief but thorough. This is your chance to sell your idea! Addressing all points in your narrative will strengthen your score.
 - Supporting documents required:
 - o Evaluation tool samples (limit 3)
 - o Letters of support from partners/collaborators, beneficiaries of the programs (limit 5)
 - o Fully executed contracts or letters of agreement
 - o Artist resumes
-

Accessibility Requirements Form and Questionnaire

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.
 - The expectations for quality accessible programs are the same for schools and arts organizations.
 - 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

Completed by all applicants

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"/> Arts in Education | Amount Requested \$ _____ |
| <input type="checkbox"/> Professional Development (Org.) | Amount Requested \$ _____ |
| <input type="checkbox"/> Challenge America | Amount Requested \$ _____ |
| <input type="checkbox"/> American Masterpieces | Amount Requested \$ _____ |

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

Project Title	Date	Amount Requested
1.		\$ _____
2.		\$ _____
3.		\$ _____
4.		\$ _____
5.		\$ _____
Total Grant Amount Requested		\$ _____
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: 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.

Applicant Name: _____

- 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 IV: Organization 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.

Applicant Name: _____

- 1. Briefly describe your organization's history, mission and goals.**
- 2. Briefly describe your community with an overview of all arts opportunities, where does your organization fit into the picture? What are your challenges? Your strengths?**
- 3. Include a description of your programs from the previous fiscal year. Describe your programmatic planning and how it connects to your long range plan goals. What methods do you use to determine if your programming is successfully meeting your goals? Please attach sample evaluation tools.**
- 4. Identify your target audiences and describe how your programming meets their needs. Attach a copy of your marketing plan. Describe how your marketing goals will be met and evaluated.**
- 5. 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. Please attach sample advocacy tools.**
- 6. Attach a list of your current board of directors including a brief bio and list of their community affiliations.**
- 7. Attach a list of your key staff (paid or volunteer) with a brief bio of each.**

PART V: Individual Project Form
Complete one form for each project

Do not write in this space

Application #: _____
 PRN: _____

Applicant Name: _____

Project # _____ of _____ Project Location: _____

Start Date – End Date: _____ Number of artists participating: _____

Projected # of participants/audience: _____ Open to the Public (Yes/No): _____

Ticket Prices: _____ Will you be using federal funds to match this grant? Yes No

Coding Type of Activity: _____ Project Race: _____ Project Descriptors: _____

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

Project Title and Brief Description:

Project Summary: List budget items and amount requested for each

	\$
	\$
	\$
	\$
	\$
	\$
Total	\$

PART VI: Individual Project Budget

Complete one form for each project.

Project # _____ of _____ Applicant Name: _____

Expenses: Identify full costs related to the project in the spaces below. If more space is needed you may also attach an additional one page budget summary.

<i>Personnel: your staff, administrative, artistic, and technical</i>		\$
<i>Outside Professional Services: Contracted Artist/Professional Fees</i>		
	\$	
	\$	
	\$	
	<i>Total</i>	\$
<i>Travel Costs</i>		
		\$
<i>Shipping</i>		
		\$
<i>Other Fees & Services</i>		
		\$
<i>Marketing</i>		
		\$
<i>Remaining Operating Expenses/Space Rental</i>		
		\$
<i>Total Project Expenses Line A</i>		\$

Income: In-kind and donated services may not be used as matching funds. Documentation of outside support must be submitted with application. List sources applied to but not yet confirmed as 'pending'.

<i>Revenue (may be projected)</i>		Amount
Fees and Tuition		\$
Contracted Services Revenue		\$
Other Revenue		\$
<i>Support</i>		\$
Corporate		\$
Foundation		\$
Other Private		\$
<i>Government (exclude this grant request)</i>		\$
Federal		\$
State/Regional		\$
Local		\$
<i>Applicant Cash</i>		\$
	Total Matching Funds Line B	\$
	Grant Amount Requested Line C	\$
	Total Cash Income	\$
	<i>Lines A and D must be equal</i>	

PART VII: Individual Project Narrative

Answer all questions concisely and thoroughly. Complete one for each project.

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.

Applicant Name: _____

Project# _____ of _____

- 1. Summarize the project activity and describe the goals of the project. Describe what you want the project to accomplish; for example – audience development, create new partnerships, increase awareness of cultural diversity, etc.**
- 2. Describe how the project fulfills your organizations' goals and assists in long-term stability or growth. Describe the value or benefits to the public provided by this project.**
- 3. Describe how you will measure/evaluate each project's effectiveness in accomplishing the goals you have identified. Provide sample evaluation tools.**
- 4. Are you partnering with another organization? Explain each organization's role in the project. Attach letters of support from any partners.**
- 5. Identify the guest artists, consultants or other experts on the project. Enclose resumes and describe the responsibilities of each. For those individuals for whom you are requesting fee support, attach a fully executed contract.**

Accessibility Requirements Form

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

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.

Applicant Name: _____

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

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.

Community Arts Project Support Application Checklist

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

- PART I – Signed Application Cover Sheet
- PART II – Organizational Operating Budget
- Part III – Budget Narrative
- PART IV – Organizational Narrative
- PART V – Individual Project Form
- PART VI – Individual Project Budget
- PART VII – Individual Project Narrative
- Accessibility Requirements Form
- Diversity & Accessibility Questionnaire
- Artist resumes
- Contracts or letters of agreement
- Current Long Range Plan
- IRS letter documenting 501(c)(3) status
- Copy of front page of most recently submitted IRS 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/beneficiaries of 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)

Community Arts Project Support 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 commitment of local funds.
 - Quality and completeness of budget narrative.
-

Programming 0-5 points

- Well-described arts projects 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

- Evidence of efforts to include and benefit broad-based, diverse audiences.
 - Clearly identified target 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; adequate planning to assure success
 - Evidence of cooperative planning and partnering with other local organizations or individuals
 - Governance – skilled board that is representative of the community it serves.
 - Advocacy – clear understanding and practice of arts advocacy.
 - Appropriate number of staff or volunteers with 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.
-

25 Points Total

NATIONAL STANDARD CODING SHEET

DISCIPLINES (APP & PROJ)

APPLICANT STATUS

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

TYPE OF ACTIVITY

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization 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

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

10 Literature

- A Fiction
- B Non-Fiction
- C Play/writing
- 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.story/telling)

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)

PROJECTRACE

- 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))