National Standard
for Arts Information Exchange

REVISIONS
and
IMPLEMENTATION
SCHEDULE

NATIONAL ASSEMBLY OF

NASAA
STATE ARTS AGENCIES

The REVISIONS AND IMPLEMENTATION SCHEDULE for the National Standard
for Arts Information Exchange was developed by the National Assembly
of State Arts Agencies. This document is a companion piece to
ALL IN ORDER: INFORMATION SYSTEMS FOR THE ARTS (Washington, DC:
National Assembly of State Arts Agencies, 1981) which contains the
National Standard for Arts Information Exchange.

Additional copies of REVISIONS AND IMPLEMENTATION SCHEDULE may be
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NATIONAL ASSEMBLY OF

NASAA
STATE ARTS AGENCIES

REVISIONS

FOR

THE NATIONAL STANDARD

FOR

ARTS INFORMATION EXCHANGE

Released 1984 for Implementation in Fiscal Year 1986

MAY 1984

PREFACE

It was in 1979 that a group of five regional arts organization directors
began to develop a project that would provide a national information
system for the arts. Since that time, the National Information Systems
Project (NISP) produced the National Standard for Arts Information
Exchange and there has been an amazing degree of interest in, and
implementation of, this National Standard. Local arts agencies, in
addition to the state and regional arts agencies, are exploring the
use of the Standard in mailing lists, grants management, and arts
resource directories. A national survey using Standard terms and
definitions was completed in 1983. This survey of touring and presenting
grants in the arts agencies was a joint project of the National Assembly
of State Arts Agencies (NASAA) and the National Endowment for the Arts.
The information was used to help guide policy decisions in the public
arts agencies.

This past year we have now developed the first formal revision of the
National Standard. It has not been an easy task. There were issues of
what were the guidelines for change; issues of how to reach consenus on
a revision; issues of keeping old data or not and for how long; issues
of state arts agency needs and national data needs; and fears of the
impact of presenting change to a system that was just now really in place.

It was our good fortune to have a splendid Working Committee for the
Revision. This group of ten contributed their expertise as users of
the Standard, collectors of national data, and individuals knowledgeable
of the public arts agency constituents. We were also aided by the many
revision proposals that were submitted to NASAA by the arts field. We
despaired more than once of finding the right solutions for the Standard.
The Working Committee went through a metamorphosis from individuals intent
upon their own needs and interests into a body that saw the need for
intelligent compromise. It was a pleasure to be part of that group.
Special thanks go to all this Committee for their resourcefulness, strength,
and integrity. Additional thanks go to Mary Van Someren Cok, Henry
Bromelkamp, and Will Conner who helped prepare the working materials and
offered advice based on their long involvement with NISP and the Standard.

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INTRDDUCTION

Purpose

The purpose of this document is to provide public arts agencies, and others, with the specific revisions and procedures for implementing the first formal revision to the National Standard for Arts Information Exchange. The National Standard was developed and is maintained through the National Assembly of State Arts Agencies.

National Assembly of State Arts Agencies

The National Assembly of State Arts Agencies (NASAA) is a nonprofit membership organization of the fifty states and six special jurisdictions of the United States. It exists to enhance the growth of the arts; develop an informed membership; respond to the collective needs and concerns of the member agencies, and provide forums for the review and development of national arts policy.

One of NASAA's program goals is to be a national source of information about state arts agencies. Toward this effort, NASAA participated in the development of the National Standard for Arts Information Exchange.

National Standard for Arts Information Exchange

The National Standard is a set of terms, definitions, and a set of principles for organizing and reporting information used by public arts agencies in their information systems. It includes specifications for mailing lists, grants management systems, and eight arts resource directories, including performing and visual arts facilities, arts organizations, and artists in all disciplines.

The Standard was designed and implemented by the National Information Systems Project (NISP), a four-year (1979-1982) program of the state and regional arts agencies and the National Endowment for the Arts to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. It is published and copyrighted by NASAA* and is available for use by any organization desiring to implement one or more of its systems. To insure data consistency, adherence to the compliance criteria of the National Standard is a prerequisite for advertising and exchanging information as "National Standard data."

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*ALL IN ORDER: INFORMATION SYSTEMS FOR THE ARTS. Washington, D.C.: National Assembly of State Arts Agencies, 1981

National Standard for Arts Information Exchange
REVISION IMPLEMENTATION PLAN

BACKGROUND

The National Standard for Arts Information Exchange provides a means to
collect and analyze compatible data about public arts agency constituents
activities, and resources. Changing emphases and needs in the arts
community and problems encountered during the first four years of the
Standard's implementation have made necessary the introduction this
year of the first revised version of the National Standard. While the
Standard's developers and users have long recognized that the flexibi-
lity of periodic changes is essential to the Standard's effectiveness,
it is also clear that these revisions and conversions to new editions
are costly and have the potential to thwart the purposes for which a
National Standard was established.

For example, any changes -- however minimal -- which affect field names,
definitions, and code categories, will destroy the compatibility of past
and future databases, making longitudinal studies which utilize changed
components and more than one Standard version very difficult or
impossible to conduct.

An obvious solution to this problem would be the conversion of all data
in existing databases to the new format each time a National Standard
revision is announced. This solution, however, also has serious dif-
ficulties. Sometimes revisions to the Standard will redefine or cate-
gorize data in such a way that conversion -- either manually or
electronically -- will be impossible because the information necessary
to recode old data simply does not exist. This is particularly true of
grant and organizational budget data and art forms and disciplines. In
addition, even where feasible, such conversion would be so costly and
labor-intensive -- especially as databases grow to incorporate five,
ten, and fifteen years of data -- that it would most likely not occur.
The National Standard would lose users and be unable to provide for the
data collection and analysis for which it was established.

Faced with this dilemma, the National Assembly of State Arts Agencies
(NASAA) has developed an implementation plan for this revision -- and
all future National Standard revisions -- based upon the following
assumptions:

    1) Conversion of all data in existing National Standard
        databases each time a revision is made is unrealistic
        and therefore will not be required of National Standard
        users. Any database conversion desired by individual
        participating agencies will be done independently of and
        in addition to the revision implementation activities
        described below.

Revision Implementation Plan

Mailing list and arts resource directory systems will require actual data correction and conversion. These activities should be scheduled immediately before or on Revision Implementation Day. Grants management files will eventually have a very clear "before" and "after" cut-off point: data about projects taking place before Revision Implementation Day will be maintained according to the original Standard; data about projects on or after that date will use the new version. However because FY86 grant applications are generally received and processed before the new fiscal year begins, and final reports come in several months after the old ends, systems will have to accommodate separate and unidentical FY85 and FY86 files simultaneously.

A key to accomplishing such transition activities with a minimum of confusion will be careful advance planning and the timely revision of all appropriate data collection forms. Agencies who wait until the spring of 1985 -- or worse, until Revision Implementation Day -- to begin revising the grant forms they will use for FY86 projects and discussing necessary software changes with their computer programmers, will not accomplish the transition successfully. To illustrate the types of steps which National Standard users should take immediately to insure a smooth transition process, a sample timetable is provided below.

Finally, a point made above must be underscored. Agencies who, for reasons of their own, desire to adopt the new version of the National Standard early must maintain a parallel system which conforms to the original Standard until Revision Implementation Day. Likewise those who wish to convert pre-FY86 grants management data to the new format early, must maintain a copy of their data in the old version and a system capable of accessing that data. This is the only way that national compatibility can be maintained throughout this and future revision implementation processes.

SAMPLE REVISION IMPLEMENTATION TIMETABLE

The following timetable illustrates the steps a hypothetical state arts agency would take to prepare for a Revision Implementation Day of July 1, 1985. The agency has computerized mailing and grants management systems.

1984

April	National Assembly of State Arts Agencies announces new version of the National Standard for Arts Information Exchange.
May	A committee of staff members meet to review the revisions and discuss impact on agency grants management and mailing list systems. Telephone assistance is obtained from NASAA to clarify some issues and answer immediate questions.

Revision Implementation Plan

July   Revision Implementation Day July 1. FY86
                        grant processing continues and first funded
                        projects take place. Data entry from new
                        mailing list questionnaires begins. When
                        forms stop coming in, all entries not updated
                        this month are reviewed; some are sent a
                        second questionnaire and others are deleted.

September   OMB Form No. 3135-0034 (Final Descriptive Report)
                        reporting on FY 85 grant data is filed with
                        the National Endowment for the Arts and NASAA.
                        It uses the original version of the National
                        Standard. In one year (fall of 1986) a report
                        using the new version will be required.

<u>revision</u>

The "revision" line indicates which field or code, currently defined in ALL IN DRDER must be revised or what deletions or additions to the National Standard must be made.
For example:

* Modify Characteristics Code G, E, P, and I, and add J

* Define 1 Applicant

* Amend the Discipline Code

<u>existing</u>

The "existing" paragraph(s) is crossed referenced to the corresponding page numbers in <u>ALL IN ORDER: INFORMATION SYSTEMS FOR THE ARTS</u>. The field is printed exactly as it appears in <u>ALL IN ORDER</u>. Definitions of certain fields are also printed as they appear in the text. Notes and footnotes are provided for additional information.

<u>revision</u>

The "revision" paragraph(s) indicates the fields and codes that must be revised and transferred to your agency's information systems. <u>Underlinings in the "revision" paragraph indicate revised new wording and changes to the "existing" National Standard.</u>

<u>conversion(s)</u>

The "conversion(s)" line indicates the various changes to be made to the "existing" field or code, in order to complete the revision process. There are several methods.

* Redefine   * Add

* Relabel   * Reclassify & Re-enter

* Omit   * Reprint

* Renumber

REVISIONS

AND

CONVERSION INFORMATION

MAY 1984

II. THE REVISIONS AND CONVERSION INFORMATION

TABLE OF CONTENTS

* See Appendix (A1-A5) for further instructions

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   CONSTITUENT LIST

revision   RENAME ADDRESS FIELDS AND MAKE THE SECOND LINE OPTIONAL

existing (ALL IN ORDER, page 107)   revision

2. Address 1 Necessary   2. Address   Necessary
3. Address 2 Necessary   3. Address(continued)   Optional

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

               use new field labels as appropriate when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>   MAILING LIST: FUNCTION AND CONTENT

<u>revision</u>   DELETE THE FUNCTION CODE FROM THE STANDARD AND RELABEL 3 MAIL CODE;
              RELABEL CONTENT CODES 11 AND 14

<u>existing</u> (ALL IN ORDER, pages 112, 114)   <u>revision</u>

3. Mail Code Numeric   Necessary 41

      (4-6 do not exist)

3.	STATUS	Numeric	Necessary 2
4.	INSTITUTION	Numeric	Necessary 2
5.	DISCIPLINE	Text	Necessary 3
6.	CONTENT	Numeric	Necessary 32

[Note Omission of FUNCTION]

CONTENT CODE   CONTENT CODE

11 Community Arts   11 <u>Interdisciplinary</u>
14 Multi-disciplinary   14 <u>Sponsoring/Presenting</u>

<u>conversion(s)</u> redefine, <u>relabel</u>, <u>omit</u>, renumber, add, <u>reclassify</u> & re-enter, reprint

          <u>for entries having FUNCTION 02, re-code CONTENT 14</u>
          <u>for entries not having FUNCTION 02, remove CONTENT 14</u>
          <u>if desired, delete FUNCTION from the system</u>
          <u>examine all entries coded CONTENT 11 and re-code if necessary; 11 is now</u>
              <u>"Interdisciplinary"</u>
          <u>reprint forms to reflect these changes</u>

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   MAILING LIST: STATUS

revision   REDEFINE STATUS CODES 04-08 GOVERNMENT - FEDERAL, - STATE, - REGIONAL,
                     - COUNTY, - MUNICIPAL

existing (ALL IN ORDER, pages 112, 114)   revision

STATUS   STATUS

04 Government - Federal   04 Government - Federal
to be used when the mail recipient is a   to be used when the mail recipient is a
unit of the federal government   unit of or individual associated with the
                                                 federal government

05 Government - State   05 Government - State
to be used when the mail recipient is a   to be used when the mail recipient is a
unit of the state government   unit of or individual associated with the
                                                 state government

06 Government - Regional   06 Government - Regional
to be used when the mail recipient is a   to be used when the mail recipient is a
unit of sub-state regional government   unit of or individual associated with sub-
                                                 state regional government

07 Government - County   07 Government - County
to be used when the mail recipient is a   to be used when the mail recipient is a
unit of county government   unit of or individual associated with
                                                 county government

08 Government - Municipal   08 Government - Municipal
to be used when the mail recipient is a   to be used when the mail recipient is a
unit of municipal government   unit of or individual associated with
                                                 municipal government

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

               learn the new definitions; use the new definitions when forms are reprinted

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   MAILING LIST: INSTITUTION

revision   RELABEL INSTITUTION CODE 06 PERFORMING GROUP - YOUTH

existing (ALL IN ORDER, pages 114, 115)   revision

06 Performing Group - Youth   06 Performing Group for Youth
a group which may but does not necessarily   [same definition]
include children who perform works of art
for young audiences

conversion(s)   redefine, relabel, omit, renumber, add reclassify & re-enter, reprint

                     use the new label when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>　　MAILING LIST:　INSTITUTION

<u>revision</u>　　REDEFINE AND CLARIFY INSTITUTION CODES 16 ARTS COUNCIL/AGENCY AND 17 ARTS
　　　　　　　SERVICE ORGANIZATION

<u>existing</u> (ALL IN ORDER, page 115)

16　Arts Council/Agency - an arts organiza-
tion (sometimes funded by public funds or
sanctioned by some branch of government)
which provides funding, arts administra-
tive and/or programming services for its
members/constitutents within a specific
geographic locale (e.g., county, state,
community)

17 Arts Service Organization - an organi-
zation which does not as its central
function produce or present the arts,
but which assists others, including artists
and arts organizations, in managing,
producing, promoting, and presenting
the arts to the public (e.g., Friends of
the Philharmonic, Columbia Artists
Management, Volunteer Lawyers for the
Arts, American Council for the Arts,
American Symphony Orchestra League)

<u>revision</u>

16　Arts Council/Agency - an <u>organiza-
tion whose primary purpose is to stimu-
late and promote the arts and increase
access for the public through services,
programs, and/or funding, within a
specific geographic area</u> (e.g., county,
state, <u>local</u>)

17　Arts Service Organization - an
organization which does not as its
central function produce or present the
arts, <u>but which provides services that
assist or promote artists and/or arts
organizations</u> (e.g., Friends of the
Philharmonic, Columbia Artists Manage-
ment, Volunteer Lawyers for the Arts,
American Symphony Orchestra League,
<u>Citizens for the Arts</u>)

<u>conversion(s)</u>　　　<u>redefine</u>, relabel, omit, renumber, add, reclassify & re-enter, <u>reprint</u>

　　　　　　　　　　<u>examine existing entries and correct any that are misclassified</u>
　　　　　　　　　　<u>correct the definitions when forms are reprinted</u>

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   MAILING LIST: INSTITUTION

revision   REDEFINE INSTITUTION CODE 29 HUMANITIES COUNCIL/AGENCY

existing (ALL IN ORDER, page 116)

29 Humanities Council/Agency -
an agency dedicated to funding the
humanities receiving state and/or
federal funds

revision

29 Humanities Council/Agency - an
organization whose primary purpose is
to stimulate and promote the humanities
through services, programs, and/or
funding, within a specific geographic
area (e.g., county, state, local)

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

               learn the new definition; use the new definition when forms are reprinted

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>   MAILING LIST: INSTITUTION

<u>revision</u>   ADD A CODE 47 CULTURAL SERIES ORGANIZATION; MODIFY 32 COMMUNITY SERVICE
           ORGANIZATION

<u>existing</u> (ALL IN ORDER, page 116)

32 Community Service Organization -
an organization which provides social,
cultural, educational, and/or other
services to the citizens of a com-
munity or region and/or to its own
members (e.g., community concert
series, Red Cross, Chamber of Com-
merce, Y.M.C.A., United Fund,
Salvation Army, Elks Club, Masons,
Junior League)

47 None of the above

<u>revision</u>

32 Community Service Organization - an
organization which provides social,
cultural, educational, and/or other
services to the citizens of a community
or region and/or to its own members
(e.g., Red Cross, Chamber of Commerce,
Y.M.C.A., United Fund, Salvation Army,
Elks Club, Masons, Junior League)
[note deletion of "community concert
series" from the definition examples]

<u>47 Cultural Series Organization - an
organization whose primary purpose is
presentation of single arts events or
cultural series (e.g., Community Music
Series, Metro Modern Dance Series,
Washington Performing Arts Society, film
series)</u>

<u>48</u> None of the above

<u>conversion(s)</u> <u>redefine</u>, <u>relabel</u>, <u>omit</u>, <u>renumber</u>, <u>add</u>, <u>reclassify & re-enter</u>, <u>reprint</u>

          <u>examine all existing entries with INSTITUTION 32 "Community Service
             Organization" and recode community concert series as "47 Cultural
             Series Organization"</u>
          <u>examine all existing entries with INSTITUTION "47 None of the above" and
             recode any cultural series organizations into the new "47 Cultural Series
             Organization," and re-label the remaining as "48 None of the above"</u>
          <u>add 47 Cultural Series Organization to the forms when reprinted</u>
          <u>correct the definition of "32 Community Service Organizations" when the
             forms are reprinted</u>
          <u>renumber "48 None of the above" when forms are reprinted</u>

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   ALL SYSTEMS

revision   AMEND THE DISCIPLINE CODE

existing (ALL IN ORDER, pages 113, 116, 117)

DISCIPLINE
describes the constituent's primary arts
discipline

Note: It is understood that an agency
can elect to use main discipline cate-
gories only (e.g., Dance, Music, Theatre)
and not sub-categories (e.g. mime, musi-
cal theatre, puppet). Also note that
"Humanities" is listed for use by
agencies which serve both the arts and
humanities.

revision

DISCIPLINE
describes the constituent's primary
area of work in the arts

Note: It is understood that an agency
can elect to use main discipline cate-
gories only (e.g., Dance, Music,
Theatre) and not sub-categories (e.g.,
chamber, choral, jazz).

Agencies desiring to use more than one
discipline category or sub-category to
classify their constituents may do so
provided one category or sub-category
is primary. The primary classification
must be labeled "Discipline." All
others can be labeled "Discipline 2,"
"Discipline 3", etc.

Also note that "Humanities" is listed
for use by agencies which serve both
the arts and humanities.

[See attached sheet for additional
DISCIPLINE revisions]

conversion(s)* redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

            See listings at the end of specific DISCIPLINE categories

*Footnote -   Conversion steps requiring reclassifying and re-entering data apply to the
              Mailing List and Arts Resource Directory Systems only. Grants Management
              System users will simply adopt the new code at the time this version of the
              National Standard goes into effect, without converting old grant data.

                     (Discipline Code continued on next page)

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National Standard for Arts Information Exchange
Revisions (released 1984 for implementation in Fiscal Year 1986)

systems   ALL SYSTEMS

revision   NEW DISCIPLINE CODE

existing (ALL IN ORDER, pages 116, 117)

01 Dance - do not include mime; see
    "Theatre," 04, for mime
    A ballet*
    B ethnic/folk/jazz*

    C modern*

02 Music
    A band* - do not include jazz or
       popular
    B chamber*

    C choral*
    D contemporary* - include experimental,
       electronic
    E ethnic/folk*

    F jazz*
    G popular* - include rock
    H solo/recital*
    I symphonic*

03 Opera - do not include musical theatre;
    see "Theatre," 04, for musical theatre

04 Theatre
    A theatre-general* - include classical
       contemporary, experimental
    B mime*
    C musical theatre*
    D puppet*
    E theatre for young audiences*

05 Visual Arts
    A conceptual art*

    B graphics*

    C inter-media*
    D painting* [not including watercolor]
    E performance art*
    F sculpture*

revision

01 Dance - do not include mime; see
       "Theatre," 04, for mime
    A ballet*
    B ethnic/jazz* [note deletion] - include
       folk-inspired; see "Folk Arts," 12
    C modern*

02 Music
    A band* - do not include jazz or popular

    B chamber* - include only music for one
       musician to a part
    C choral*
    D new* - include experimental, electronic

    E ethnic* [note deletion] - include
       folk-inspired; see "Folk Arts," 12
    F jazz*
    G popular* - include rock
    H solo/recital*
    I orchestral* - include symphonic
       and chamber orchestra

03 Opera/Music Theatre   ◄
    A opera*
    B musical theatre*

04 Theatre
    A theatre-general* - include classical,
       contemporary, experimental
    B mime*
    [note move 04C to 03B]
    D puppet*
    E theatre for young audiences*

05 Visual Arts
    A experimental* - include conceptual,
       new media, new approaches
    B graphics* - include printmaking and
       book arts; do not include graphic
       design; see "Design Arts," 06, for
       graphic design
    [note move 05C to I1 Interdisciplinary]
    D painting* - include watercolor
    [note move 05E to I1 Interdisciplinary]
    F sculpture*

*optional   *optional
              (Discipline Code continued on next page)

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

NEW DISCIPLINE CODE, continued

existing (ALL IN ORDER, page 117)   revision

06 Architecture/Design - include fields of   06 Design Arts
    architecture; landscape architecture;   A architecture*
    urban design, city and regional   B fashion*
    planning; interior, industrial,   C graphic*
    fashion, and other recognized design   D industrial*
    professions   E interior*
                                                        F landscape architecture*
                                                        G urban/metropolitan*

07 Crafts - pertaining to artists who   07 Crafts [note deletion of definition]
    work in one or more of the following   A clay*
    media: paper, glass, leather, clay,   B fiber*
    metals, wood, fibers, or plastics   C glass*
                                                        D leather*
                                                        E metal*
                                                        F paper*
                                                        G plastic*
                                                        H wood*
                                                        I mixed media*

08 Photography [not inlcuding holography]   08 Photography - include holography

09 Media Arts   09 Media Arts
    A film*   A film*
    B radio*   B audio* - include radio, sound
                                                            installations
    C television*   C video*

    D video* (include holography)   [note move 09D to 09C; holography
                                                        to 08]

10 Literature - include fiction, non-   10 Literature [note deletion of definition]
    fiction, poetry, and playwriting   A fiction*
                                                        B non-fiction*
                                                        C playwriting*
                                                        D poetry*

11 Community Arts [with definition]   [note deletion of 11 Community
                                                    Arts as a discipline]

                                                    11 Interdisciplinary - pertaining to
                                                        art forms/art works that integrate
                                                        more than one arts discipline to
                                                        form a single work (e.g., colla-
                                                        boration between/among the per-
                                                        forming and/or visual arts). In-
                                                        clude performance art

*optional   *optional

(Discipline Code continued on next page)

- 10 -

NEW DISCIPLINE CODE, continued

<u>existing</u>   <u>revision</u>

12 Folk Arts - pertaining to oral,   12 Folk Arts - pertaining to oral,
        customary, material, and   customary, material, and performance
        performance traditions informally   traditions informally learned and
        learned and transmitted in con-   transmitted in contexts characteristic
        texts characteristic of ethnic,   of ethnic, religious, linguistic, occu-
        religious, linguistic, occupa-   pational, and/or regional groups. <u>Do</u>
        tional, and/or regional groups   <u>not include folk-inspired dance or</u>
                                                      <u>music, i.e., interpretations of</u>
                                                      <u>ethnic/folk dance or music by artists</u>
                                                      <u>outside the particular ethnic/folk tra-</u>
                                                      <u>dition. For folk-inspired dance and</u>
                                                      <u>music, see 01B and 02E.</u>

13 Humanities [with definition]   13 Humanities [use existing definition]

14 Multi-disciplinary - pertaining to two   14 Multi-disciplinary - pertaining to two
        or more arts and/or humanities   or more <u>of the arts disciplines above</u>
        disciplines   <u>(do not include interdisciplinary</u>
                                                      <u>activities or events; see</u>
                                                      <u>"Interdisciplinary," 11)</u>

15 Non-arts/Non-humanities - none of the   15 Non-arts/Non-humanities - none of the
        above   above

conversion(s)   <u>redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint</u>

                     <u>relabel 03 "Opera" to 03 "Opera/Music Theatre"</u>
                     <u>change entries having code 03 to 03A "Opera" if you use sub-categories</u>
                     <u>if you use sub-categories, change entries coded 04C to 03 or 03B, and</u>
                         <u>discontinue using 04C; if you do not use sub-categories, change 04</u>
                         <u>entries that are "musical theatre" to 03</u>
                     <u>change entries coded 05B that are "watercolor" to 05D "painting"</u>
                     <u>examine all entries coded 11 and re-code; 11 is now "Interdisciplinary"</u>
                     <u>if you use sub-categories, change entries coded 05C or 05E to 11, and</u>
                         <u>discontinue using 05C and 05E; if you do not use sub-categories,</u>
                         <u>change 05 entries that are "inter-media" or "performance art" to 11</u>
                         <u>"Interdisciplinary"</u>
                     <u>relabel 06 "Architecture/Design" to 06 "Design Arts"</u>
                     <u>examine all entries coded 09C and re-code; 09C is now "video"</u>
                     <u>change 09D entries that are holography to 08 "Photography"</u>
                     <u>change 09D entries that are not holography to 09C "video"</u>
                     <u>examine all entries coded 12 "Folk Arts" and reclassify folk-inspired dance</u>
                         <u>and music</u>
                     <u>add 06 A-G, 07 A-I, and 10 A-D if you use sub-categories for these</u>
                         <u>disciplines</u>
                     <u>reprint forms to reflect these changes</u>

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   DEFINE 1 APPLICANT

existing (ALL IN ORDER, pages 122, 127)   revision

1. Applicant   Necessary   1. Applicant   Necessary
   [not defined]
                                     The constituent submitting and signing
                                     the grant application or request-for-
                                     services, even if funds are passed on
                                     to another organization or individual.

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

               learn and use the new definition

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   ADD NECESSARY FIELDS TO IDENTIFY TYPE OF APPLICANT

existing   revision

none   1 A. Applicant STATUS   Numeric   Necessary 2
                                        The applicant's legal status [use STATUS
                                        code from Mailing List System]

                                        1 B. Applicant INSTITUTION   Numeric   Necessary 2
                                        [use INSTITUTION code from Mailing List System]

                                        1 C. Applicant DISCIPLINE   Text   Necessary 3
                                        The applicant's primary area of work in the arts.
                                        [use DISCIPLINE code from Mailing List System]

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

               add these fields to existing Grants Management Systems

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>   GRANTS MANAGEMENT AND ARTS RESOURCE DIRECTORIES

<u>revision</u>   MODIFY CHARACTERISTICS CODES G, E, P, & I AND ADD J

<u>existing</u>   <u>revision</u>

[currently listed sixth]   G general **(adult, general
                                               characteristics)

N American Indian/Alaskan Native*   N American Indian/Alaskan Native*
A Asian/Pacific Islander*   A Asian/Pacific Islander*
B Black, not Hispanic*   B Black, not Hispanic*
H Hispanic*   H Hispanic*
W White, not Hispanic*   W White, not Hispanic*

G general   [moved to first place in list]

C child   C child
Y secondary school student   Y secondary school student
U college/university student   U college/university student
S senior citizen   S senior citizen

E emotionally and mentally disabled   E mentally or psychologically impaired
P physically disabled   [note change in position]
D hearing impaired   D hearing impaired
Q visually impaired   Q visually impaired
                                             P otherwise physically impaired
                                                [note change in position]

I institutionalized   I institutionalized (other than cor-
                                                rectional)
[does not exist]   J institutionalized (correctional)

V veteran   V veteran

F woman   F woman

*See footnote on p. 134, ALL IN ORDER   *See footnote on p. 134, ALL IN ORDER
                                             **not to be used by individuals

<u>conversion(s)</u>   <u>redefine</u>, <u>relabel</u>, omit, renumber, add, reclassify & re-enter, <u>reprint</u>

                      <u>use new wording when forms are reprinted</u>

Field 1D (see page 15), Fields 127, 129 in Grants Management System

Individuals in the Performing and Literary Arts (Field 11 Audience Type, Field 12
Characteristics); Individuals in the Visual and Media Arts (Field 11 Audience Type,
Field 12 Characteristics); Performing Arts Organizations (Field 14 Audience Type),
Visual Arts Organizations (Field 14 Audience Type); Sponsors/Presentors (Field 14
Audience Type)

See Appendix for further instructions for using the Characteristics Code.

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   ADD AN OPTIONAL FIELD FOR APPLICANT CHARACTERISTICS

existing   revision

None   1D. Applicant Characteristics
                                                          Text   Optional   6

                                                  Descriptors designed to enable
                                                  "Applicant" to identify itself according
                                                  to that person's or organization's predom-
                                                  inant characteristics. The following
                                                  code and instructions will be used:

                                                  Choose the categories below which
                                                  describe the applicant individual's or
                                                  applicant organization's predominant
                                                  characteristics. Use more than one cate-
                                                  gory only if needed.

                                                  [See Appendix for Instruction for using
                                                  this field]

                                                  G   general ** (adult, general characteristics)

                                                  N   American Indian/Alaskan Native*
                                                  A   Asian/Pacific Islander*
                                                  B   Black, not Hispanic*
                                                  H   Hispanic*
                                                  W   White, not Hispanic*

                                                  C   child
                                                  Y   secondary school student
                                                  U   college/university student
                                                  S   senior citizen

                                                  E   mentally or psychologically impaired
                                                  D   hearing impaired
                                                  Q   visually impaired
                                                  P   otherwise physically impaired

                                                  I   institutionalized (other than
                                                        correctional)
                                                  J   institutionalized (correctional)

                                                  V   veteran

                                                  F   woman

                                                     *See footnote on p. 134, ALL IN ORDER
                                                    **not to be used by individuals

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                     add this field to existing Grants Management Systems

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   CLARIFY DEFINITIONS

existing

4. Telephone (ALL IN ORDER, pages 122, 127)
    The office telephone number of
    "Applicant" or "Contact Persons."

5. Contact Person Home Telephone (ALL IN ORDER
    pages 122, 127)
    The home telephone number of
    "Contact Person."

28. Payee (ALL IN ORDER, pages 123, 129)
    Include Constituent List entry if
    different from "Applicant."

38. Discipline (ALL IN ORDER, page 130)
    The arts discipline in which project
    activities are involved. The fol-
    lowing code will be used: [code]

revision

4. Telephone
    The daytime telephone number of
    "Applicant" or "Contact Person."

5. Contact Person Home Telephone
    The [note deletion] telephone number of
    "Contact Person" during non-business
    hours.

28. Payee
    The constituent to whom checks should
    be issued in the event that a grant is
    awarded, if different from "Appli-
    cant."

38. Discipline
    The arts discipline in which project
    activities are involved. If project
    activities are of a technical assist-
    ance or service nature, use the arts
    discipline which will benefit from the
    project (e.g., accounting workshops
    for dance company managers should be
    coded 01 Dance; a training conference
    for performing arts presentor trustees
    should be 14 Multi-disciplinary). The
    following code will be used: [Use Dis-
    cipline Code]

conversion(s) redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

        learn and use the new definitions

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   ADD FIELD 13A DATE FISCAL YEAR ENDS

existing   revision

none   13A. Date Fiscal Year Ends
                                            Numeric   Optional 4

                                            Month and day on which "Applicant's"
                                            fiscal year ends.

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

               add if desired

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   RELABEL AND REDEFINE FIELDS 14-19, INCOME AND EXPENSES

existing (ALL IN ORDER, pages 122, 128)   revision

14 Previous Year Income   14 Last Year Operating Income

    Total income or receipts of "Applicant"   Total income of "Applicant's"
    (organization) during "Applicant's"   (organization) current funds*
    previous fiscal year.   during "Applicant's" most recently
                                                   completed fiscal year.

15 Previous Year Expenditures   15 Last Year Operating Expenses

    Total expenditures or disbursements of   Total expenses of "Applicant's"
    "Applicant" (organization) during   (organization) current funds*
    "Applicant's" previous fiscal year.   during "Applicant's" most
                                                   recently completed fiscal year.

16 Current Year Income   16 Present Year Operating Income

    Total income or receipts of "Applicant"   Total income of "Applicant's"
    (organization) during "Applicant's"   (organization) current funds*
    current fiscal year.   during "Applicant's" current
                                                   fiscal year.

17 Current Year Expenditures   17 Present Year Operating Expenses

    Total expenditures or disbursements of   Total expenses of "Applicant's"
    "Applicant" (organization) during   (organization) current funds*
    "Applicant's" current fiscal year.   during "Applicant's" current fiscal
                                                   year.

18 Next Year Income   18 Next Year Operating Income

    Estimated total income or receipts of   Estimated total income of "Appli-
    "Applicant" (organization) during   cant's" (organization) current funds*
    "Applicant's" next fiscal year.   during "Applicant's" next fiscal
                                                   year.

19 Next Year Expenditure   19 Next Year Operating Expenses

    Estimated total expenditures or   Estimated total expenses of "Appli-
    disbursements of "Applicant"   cant's" (organization) current funds*
    (organization) during "Applicant's"   during "Applicant's" next fiscal
    next fiscal year.   year.

*Current funds are resources expendable for operating purposes. These may include general,
operating, board-designated, cash reserve, current unrestricted, and restricted funds for
operating purposes. Do not include any funds not expendable for operating purposes, such as
endowment, fixed asset or plant, loan, and scholarship funds.

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                     relabel and redefine Fields 14, 15, 16, 17, 18, and 19
                     learn new field definitions
                     use new field labels and definitions when forms are reprinted

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   AMEND 39 TYPE OF ACTIVITY AND MAKE IT NECESSARY

existing (ALL IN ORDER, pages 124, 130)   revision

39. Type of Activity   39. Type of Activity
        Numeric   Optional 2   Numeric   Necessary 2
    The type of activity which best   The type of activity which best
    describes project activities. The   describes project activities. The
    following code will be used: following code will be used.
                                                    Agencies deciding to use more than
    [see attached sheet]   one type of activity code to class-
                                                    ify their constituents may do so
                                                    provided one code is primary. The
                                                    primary classification must be
                                                    labeled "Type of Activity." All
                                                    others can be labeled "Type of
                                                    Activity 2," "Type of Activity 3,"
                                                    etc.

                                                    [see attached sheet for code]

conversion(s)* redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                add this field to grants management systems if not already included
                learn new field labels and definitions
                use new field labels and definitions when forms are reprinted

footnote*   Users will simply adopt the new code at the time this revision of the
                National Standard goes into effect, without converting old grant data.

                        (Type of Activity continued on next page)

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   NEW TYPE OF ACTIVITY CODE

existing (ALL IN ORDER, page 130)

01 acquisition - see Field 55
02 audience transportation - e.g. busing
      senior citizens to a performance
03 award/fellowship - to individuals
04 commission - e.g., "commissioning a
      work of music"
05 concert/performance - include film,
      video, and literary presentations
06 exhibition

07 facility design, construction,
      maintenance

08 fair/festival - a seasonal program
      of arts events
09 identification/documentation [e.g....]
10 institution/organization establishment-
      for creation or development of a
      new institution/organization
11 institution/organization support -
      general operational support
12 instruction/class/lecture - include
      lecture-demonstrations and work-
      shops
13 marketing - see Field 53
14 professional support - administrative
      see Field 46
15 professional support - artistic
      see Field 47
16 publication/recording/film - to
      create a work of art (e.g., a book,
      a record, a film)

17 instructional publication [e.g....]

18 repair/restoration/conservation
19 research/planning
20 school residency - artists in residence
      in an educational institution

21 other residency - artists in residence
      in other than educational
      institutions
22 seminar/conference

23 touring - include support of touring
      groups or exhibitions, not of
      sponsors
    [does not exist]
    [does not exist]

    [does not exist]
    [does not exist]
    [does not exist]
    [does not exist]
24 other

revision

01 acquisition; see Field 55
02 audience services - e.g., ticket subsidies,
      busing senior citizens to an arts event
03 award/fellowship - e.g., to individuals
04 creation of a work of art - include
      commissions
05 concert/performance/ reading - include
      production development
06 exhibition - include visual arts, film,
      and video; exhibition development
07 facility construction, maintenance, renova-
      tion [note "design" is 04 "creation of a
      work of art"]
08 fair/festival [note deletion of definition]

09 identification/documentation [e.g....]
10 institution/organization establishment-
      for creation or development of a new
      institution/organization
11 institution/organization support - general
      operational support
12 instruction/class/lecture - include lecture-
      demonstrations and workshops

13 marketing; see Field 53
14 professional support - administrative -
      see Fields 46 and 50
15 professional support - artistic -
      see Fields 47 and 49
16 recording/filming/taping [do not include
      creating art works or identification/
      documentation for archival or edu-
      cational purposes; see 04 and 09
17 publication - (e.g., manuals, books,
      newsletters)
18 repair/restoration/conservation
19 research/planning - include evaluation
20 school residency - artists in residence
      primarily in an educational
      institution
21 other residency - artists in residence
      primarily in other than educational
      institutions
22 seminar/conference

[note deletion of touring]

23 equipment purchase/lease/rental
24 distribution of art -- e.g., films,
      books, prints; include broadcasting
25 apprenticeship/internship
26 regranting
27 translation
28 writing about art (criticism)
29 other

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>   GRANTS MANAGEMENT

<u>revision</u>   ADD NECESSARY FIELD 39A PROJECT TYPE

Did not exist -- New Field

    LABEL: 39A. Project Type
    PLACEMENT: After 39. Type of Activity
    TYPE REQUIRED: Text
    NEED: Necessary
    POSSIBLE FIELD SIZE: 3
    DEFINITION:

    In each of the categories below, indicate if the project for which "Applicant" is
    requesting support is <u>predominantly</u> any of the following (choose only <u>one</u> in each group):

    GROUP I   GROUP II

    1 presenting/sponsoring -- grants (or   4 arts education -- any organized and
       the dollar equivalent of direct   systematic educational effort with the
       services) to <u>sponsors/presentors</u> for   primary goal of increasing knowledge
       the engagement and presentation to   of the arts or skills in the arts
       the general public of artists, and
       of exhibitions, readings,   A arts education -- K through 12
       screenings, etc. produced elsewhere.
       (Do not include general support   B arts education -- higher
       grants where a small or indeter-   education
       minate portion goes for presenting.)
                                                   5 arts in education -- any organized and
    2 touring -- grants (or the dollar   systematic educational effort which
       equivalent of direct services) to   uses the arts to teach non-arts
       <u>arts producing organizations and</u>   subjects
       <u>artists</u> which primarily support per-
       formance or exhibition tours, resi-   6 none of the above
       dencies in which public performance
       is the major element, readings,
       screenings, and similar activities
       resulting in the movement of art
       works and artists for the benefit of
       audiences in different geographic
       areas. (Do not include general sup-
       port grants where a small or inde-
       terminate portion goes for touring.)

    3 none of the above

    <u>conversion(s)</u>   redefine, relabel, omit, renumber, <u>add</u>, reclassify & re-enter, reprint

                         <u>add this field to existing grants management systems</u>

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   CHANGE THE NAMES OF FIELDS 40-45

existing (ALL IN ORDER, page 124, 131)   revision

40. City   40. City of Project
41. County   41. County of Project
42. Legislative District (House)   42. Legislative District of Project (House)
43. Legislative District (Senate)   43. Legislative District of Project (Senate)
44. Congressional District   44. Congressional District of Project
45. Region   45. Region of Project

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                use the new terms when forms are reprinted
                do not confuse these fields, which are used by few public arts agencies,
                  with the "of Applicant" fields, which are used by nearly every National
                  Standard user

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   CLARIFY DISTINCTIONS BETWEEN PERSONNEL FIELDS 46-48 AND OUTSIDE
              PROFESSIONAL FIELDS 49-50 (AFFECTS FIELDS 89-91, 92-93, 101-103, and
              104-105)

existing (ALL IN ORDER, pages 124, 131)   revision

46. Personnel - Administrative   46. Personnel - Administrative
47. Personnel - Artistic   47. Personnel - Artistic
48. Personnel - Technical/Production   48. Personnel - Technical/Production
Payments for salaries, wages, fees   Payments for employee salaries,
and benefits specifically identified   wages [note deletion] and benefits
with the project, for...   specifically identified with the
                                                   project, for...
49. Outside Professional Services -   49. Outside Artistic Fees and Services
Artistic
50. Outside Professional Services - Other   50. Outside Other Fees and Services

conversion(s) redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

               learn new field labels and definitions
               use new field labels and definitions when forms are reprinted

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   CLARIFY BUDGET DEFINITIONS

existing (ALL IN ORDER, pages 124, 125,   revision
          131, 132)

48. Personnel - Technical/Production   48. Personnel - Technical/Production
    [definition gives many examples]   [add to definition:] exhibit pre-
                                                 parators and installers

52. Travel   52. Travel
    All costs for travel directly re-   All costs for travel directly re-
    lated to the travel of an individual   lated to the travel of an individual
    or individuals from "Applicant"   or individuals [note deletion] and
    (organization) and specifically   specifically identified with the
    identified with the project...   project... [several examples]. For
    [several examples].   trucking, shipping, or hauling
                                                 expenses, see Remaining Operating
                                                 Expenses, Field 54.

53. Marketing   53. Marketing
    All costs for marketing/publicity/   All costs for marketing/publicity/
    promotion specifically identified   promotion specifically identified
    with the project. Do not include   with the project. Do not include
    payments to individuals or firms   payments (etc.) ......, Fields 49-50.
    which belong under "Personnel,"   Include costs of newspaper, radio, and
    Fields 46-48, or "Outside   television advertising, printing and
    Professional Services," Fields 49-50.   mailing of brochures, flyers, and posters,
    Include costs of newspaper, radio,   and food, drink and space rental when
    and television advertising, printing   directly connected to [note deletion of
    amd mailing of brochures, flyers, and   fund-raising] promotion, publicity, or
    posters, and food, drink, and space   advertising. For fund-raising expenses,
    rental when directly connected to   see Remaining Operating Expenses, Field 54.
    fund-raising or promotion.

54. Remaining Operating Expenses   54. Remaining Operating Expenses
    [definition gives many examples]   [add to definition:] fund-raising
                                                 expenses

58-68 In-kind xxxx   58-68 In-kind xxxx
    Expenses for xxxx specifically   The value of xxxx specifically
    identified with the project which   identified with the project which
    are defrayed by in-kind contri-   are provided to "Applicant" by
    butions.   volunteers or outsider parties at no
                                                 cash cost to "Applicant."

conversion(s)   redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

                learn new definitions; use new definitions when forms are reprinted

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   CLARIFY AND CORRECT INCOME FIELDS OF THE BUDGET
                DELETE OPTIONAL FIELD 80 AND NECESSARY FIELD 123

existing (ALL IN ORDER, page 125)   revision

    70. Admissions   70. Admissions
    71. Contracted Services Revenue   71. Contracted Services Revenue
    72. Corporate Contributions   72. Corporate Support
    73. Foundation Grants   73. Foundation Support
    74. Other Private Contributions   74. Other Private Support
    75. Government Grants - Federal   75. Government Support - Federal
    76. Government Grants - State/Regional   76. Government Support - State/Regional
    77. Government Grants - Local   77. Government Support - Local
    78. Other Revenue   78. Other Revenue

    79. Applicant Cash   79. Applicant Cash
    80. Total Applicant Cash Revenue   [note deletion]
    81. Grant Amount Requested   81. Grant Amount Requested
    82. Total Cash Revenue   82. Total Cash Income [sum 70-81]

[note the deletion below in the Report
Fields that correspond to the Fields
79, 80, 81]

    122. Actual Applicant Cash   122. Actual Applicant Cash
    123. Actual Total Applicant Cash Revenue   [note deletion of this Necessary field]
    124. Grant Amount Spent   124. Grant Amount Spent

                                                   [definition changes are shown on the
                                                   next sheet]

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                learn new field labels and definitions
                use new field labels and definitions when forms are reprinted
                delete Field 80 "Total Applicant Cash Revenue" (and Field 123) if desired

                (Income Budget Fields continued on next page)

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   CLARIFY INCOME BUDGET FIELDS, continued

Notes on the definitions for the revised fields

existing (ALL IN ORDER, page 133)

revision

70. Admissions

Revenue derived from the sale of
admissions, tickets, subscriptions,
memberships, etc., for events of
the project.

70. Admissions

Revenue derived from the sale of
admissions, tickets, subscriptions,
memberships, etc., for events attri-
butable or prorated to the project.

71. Contracted Services Revenue

Revenue derived from fees earned
through sales of services (other
than this grant request). Include
sale of workshops, etc. to other
community organizations, govern-
ment contracts for specific services,
performance or residency fees,
tuition, etc.

71. Contracted Services Revenue

Revenue derived from fees earned
through sale of services (other than
this grant request). Include sale
of workshops, etc. to other com-
munity organizations, government
contracts for specific services,
performance or residency fees,
tuition, etc. Include foreign
government support.

72. Corporate Contributions

Revenue derived from contributions
given for this project (other than
this grant request) by businesses
and corporations, or a proportionate
share of such contributions allocated
to this project.

72. Corporate Support

Cash support derived from contribu-
tions given for this project (other
than this grant request) by busi-
nesses, corporations and corporate
foundations, or a proportionate
share of such contributions allo-
cated to this project.

73. Foundation Grants

Revenue derived from grants given for
this project (other than this grant
request) by private foundations, or
a proportionate share of such grants
allocated to this project.

73. Foundation Support

Cash support derived from grants
given for this project (other than this
grant request) by private foun-
dations, or a proportionate share of
such grants allocated to this
project.

74. Other Private Contributions

Revenue derived from cash donations
given for this project or a pro-
portionate share of general dona-
tions allocated to this project.
Do not include corporate, foundation,
or government contributions and
grants.

74. Other Private Support

Cash support derived from cash dona-
tions given for this project or a
proportionate share of general dona-
tions allocated to this project. Do
not include corporate, foundation,
or government contributions and
grants. Include gross proceeds from
fund-raising events.

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENT

revision   CLARIFY INCOME BUDGET FIELDS, continued

Notes on the definition for the revised fields (continued)

existing   revision

[See page 133, ALL IN ORDER]

75-77. Government Grants - xxxx   75-77. Government Support - xxxx

Revenue derived from grants given   Cash support derived from grants or
for this project (other than this   appropriations given for this pro-
grant request) by agencies of the   ject (other than this grant request)
xxxx government, or a propor-   by agencies of the xxxx, or a pro-
tionate share of such grants   portionate share of such grants or
allocated to this project.   appropriations allocated to the project.

78. Other Revenue   78. Other Revenue

Revenue derived from sources other   Revenue derived from sources other
than those listed above. Include   than those listed above. Include
catalog sales, advertising space   catalog sales, advertising space in
in programs, gift shop income,   programs, gift shop income, con-
concessions, parking, etc.   cessions, parking, investment
                                            income, etc.

79. Applicant Cash   79. Applicant Cash

Funds from "Applicant's" accumu-   Funds from "Applicant's" present
lated resources that "Applicant"   and/or anticipated resources that
has budgeted or reasonably anti-   "Applicant" plans to provide to pro-
cipates needing before the pro-   posed project.
ject take place. For final
reporting purposes, if less is   [(strike) For final reporting pur-
required by the project,   poses, if less is required by the
"Applicant" should report only   project, "Applicant" should report
                                            only the amount required.]

(See Model Layout for Budget Fields on following pages)

National Standard GRANT APPLICATION BUDGET FIELDS -- MODEL LAYOUT
Revision (released 1984 for implementation in Fiscal Year 1986)

EXPENSES	Cash Expenses	In-Kind Contributions
1. Personnel		
Administrative	$_____	$_____
Artistic	_____	_____
Technical/Production	_____	_____
2. Outside Fees and Services		
Artistic	_____	_____
Other	_____	_____
3. Space Rental	_____	_____
4. Travel	_____	_____
5. Marketing	_____	_____
6. Remaining Operating Expenses	_____	_____
7. Capital Expenditures		
Acquisitions	_____	_____
Other	_____	_____
8. TOTAL CASH EXPENSES	$_____	
9. TOTAL IN-KIND CONTRIBUTIONS		$_____

...continued...

National Standard GRANT APPLICATION BUDGET FIELDS -- MODEL LAYOUT
Revision (released 1984 for implementation in Fiscal Year 1986)

INCOME	Cash Income
Revenue	
1. Admissions	$ _____
2. Contracted Services Revenue	_____
3. Other Revenue	_____
Support	
4. Corporate Support	_____
5. Foundation Support	_____
6. Other Private Support	_____
7. Government Support	_____
Federal	_____
State/Regional [1]	_____
Local	_____
8. Applicant Cash	_____
9. Grant Amount Requested	$ _____
10. TOTAL CASH INCOME	$ _____

----

1 do not include this grant request

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENTS

revision   CLARIFY DEFINITION OF FIELDS 83 AND 84 (affects fields 126 and 128)

existing (ALL IN ORDER, pages 133, 134, 135)   revision

83. Individuals to Benefit (affects   83. Individuals to Benefit (affects
     126 Actual Individuals Benefiting)   126 Actual Individuals Benefiting)

     The total audience, participants,   The total audience, participants,
     students, etc., (excluding employees   students, etc., (excluding em-
     and/or paid performers) that are   ployees and/or paid performers) that
     anticipated to benefit directly   are anticipated to benefit directly
     from this project.   from this project. Estimate for
                                                    broadcasts or large public events
                                                    (e.g., performances in the park).

84. Artists Participating (affects   84. Artists Participating (affects
     128 Actual Artists Participating)   128 Actual Artists Participating)

     The total number of artists directly   The total number of artists
     involved in providing artistic services   directly involved in providing art
     specifically identified with the project.   or artistic services specifically
                                                    identified with the project.
                                                    Include living artists whose work
                                                    is represented in an exhibition
                                                    regardless of whether the work was
                                                    provided by the artist or by an
                                                    institution.

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                     learn new definitions; use new definitions when forms are reprinted

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   GRANTS MANAGEMENTS

revision   MAKE 128 ACTUAL ARTISTS PARTICIPATING NECESSARY

existing (ALL IN ORDER, pages 127, 135)   revision

128 Actual Artists Participating   128 Actual Artists Participating
                Optional   Necessary

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                  add this field to grants management systems if not already included

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES

revision   CLARIFY CATEGORIES IN 11 TYPE OF SPACE (PERFORMING ARTS)

existing (ALL IN ORDER, pages 144, 146)   revision

11. Type of Space (performing arts)   11. Type of Space (performing arts)

01   traditional proscenium theatre   01   tradition proscenium theatre
     with loft space   with fly space
02   traditional proscenium theatre   02   traditional proscenium theatre
     without loft space   without fly space
o   o
o   o
o   o
07   multi-purpose auditorium with fly   07   multi-purpose auditorium with fly
     loft space   (note deletion) space
08   multi-purpose auditorium with stage   08   multi-purpose auditorium with stage
     but no fly loft space   but no fly (note deletion) space

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                       use new wording when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES

revision   CHANGE THE DEFINITION OF 12 UNION MUSICIANS
                                    and 13 UNION STAGEHANDS

existing (ALL IN ORDER, pages 144, 146)   revision

12. Union Musicians   12. Union Musicians
Is "Space" required to use its own   Is "Space" required to use local
union musicians? Yes or No.   union musicians? Yes or No.

13. Union Stagehands   13. Union Stagehands
Is "Space" required to use its own   Is "Space" required to use local
union stagehands? Yes or No.   union stagehands? Yes or No.

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                   learn new definition; use new definition when forms are reprinted
                      obtain new data for existing entries which answered "No" to these
                      questions

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>   ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES

<u>revision</u>   REDEFINE 23 ORCHESTRA PIT SIZE

<u>existing</u> (ALL IN ORDER, pages 145, 147)   <u>revision</u>

23. Orchestra Pit Size   23. Orchestra Pit Size
The linear foot measurements from which   <u>The orchestra pit's area in square</u>
orchestra pit's area in square feet can   <u>feet.</u>
be calculated (i.e. _____' by _____').

<u>conversion(s)</u>   <u>redefine</u>, relabel, omit, renumber, add, <u>reclassify & re-enter</u>, <u>reprint</u>

                          <u>learn new definition; use new definition when forms are reprinted</u>
                          <u>examine existing data and re-enter it according to the new</u>
                             <u>definition</u>

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES

revision   CLARIFY 24 STAGE FLOOR TYPE CODE

existing (ALL IN ORDER, pages 145, 147)   revision

24. Stage Floor Type   24. Stage Floor Type
    "The type of floor on the main playing   "The type of floor on the main playing
    area. The following code will be used."   area. The following code will be used."

    1 sprung wood   1 sprung wood (not over concrete)
    2 concrete   2 concrete
    3 tile on concrete   3 tile on concrete
    4 tile on wood   4 tile on wood (no concrete base)
    5 wood on concrete   5 wood on concrete
    6 carpet on wood   6 carpet on wood
    7 carpet on concrete   7 carpet on concrete
    8 other   8 other

conversion(s)   redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

                  use new wording when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   ARTS RESOURCE DIRECTORY: PERFORMING ARTS FACILITIES

revision   CHANGE THE DEFINITION OF 32 LIGHTING INSTRUMENTS AVAILABLE

existing (ALL IN ORDER, pages 145, 147)   revision

32. Lighting Instruments Available   32. Lighting Instruments Available
The number of lighting instruments   Are (note deletion) lighting
(such as Lekos and Fresnels) in   instruments(such as Lekos and
"Space." Enter 0 if none.   Fresnels) available in "Space"?
                                             Yes or No.

conversion(s)   redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

                 for any entries having 0 in the field, change to N or NO; for
                   entries having any other number in the field, change to Y or YES
                 use new definition when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   ARTS RESOURCE DIRECTORY: VISUAL ARTS FACILITIES

revision   CLARIFY THE DEFINITION OF 16 RUNNING FEET FOR TEMPORARY EXHIBITIONS

existing (ALL IN ORDER, pages 149, 150)   revision

16. Running Feet for Temporary Exhibitions   16. Running Feet for Temporary Exhibitions
The number of running feet of wall in   The number of running feet of wall
the "Galleries for Temporary Exhibi-   in the "Galleries for Temporary
tions." Enter 0 if none.   Exhibitions." Exclude portions
                                                not available for display at art
                                                work (e.g., windows, doors,
                                                vents). Enter 0 if none.

conversion(s)   redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

                 use new definition when forms are reprinted

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   ARTS RESOURCE DIRECTORY: VISUAL ARTS FACILITIES

revision   CLARIFY 21 TYPE OF LIGHTING
                AND 25 TRAINED STAFF AVAILABLE

existing (ALL IN ORDER, pages 149, 150,
        151)

21. Type of Lighting
The type of lighting available
in "Space."

1 fluorescent
2 incandescent
3 natural
4 track
5 other

25. Trained Staff Available
Is trained staff available to
install exhibits? Yes or No.

revision

21. Type of Lighting
The primary type of lighting
available in "Space." The fol-
lowing code will be used:

1 fluorescent
2 fixed incandescent
3 natural
4 track
5 other

25. Trained Personnel Available
Are trained personnel available to
install exhibits? Yes or No.

conversion(s)   redefine, relabel, omit, renumber, add, reclassify & re-enter, reprint

                    use new field labels and definitions when forms are reprinted

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>   ARTS RESOURCE DIRECTORY: INDIVIDUALS IN THE PERFORMING AND LITERARY ARTS

<u>revision</u>   CHANGE CODE 8 TYPE

<u>existing</u> (ALL IN ORDER, pages 153, 154)   <u>revision</u>

01 choreographer   01 choreographer
02 dancer   02 dancer
03 composer   03 composer
04 conductor   04 conductor
o   o
o   o
o   o
27 stage manager   27 stage manager
28 writer/poet   28 writer/poet
29 playwright   29 playwright
[does not exist]   <u>30 storyteller</u>
[does not exist]   <u>31 interdisciplinary artist -- one who
                                                    produces art forms/art works that
                                                    integrate art disciplines. Include
                                                    performance artists.</u>

30 other   <u>32</u> other

<u>conversion(s)</u>   redefine, relabel, omit, <u>renumber</u>, <u>add</u>, <u>reclassify & re-enter</u>, <u>reprint</u>

                         change all entries coded 30 "other" to 32 "other"
                         <u>code all storytellers (probably presently coded 12 "actor" or
                              30 "other") as 30 "storyteller"
                         code all interdisciplinary artists (probably presently coded
                              30"other") as 31 "interdisciplinary artist"
                         use new code when forms are reprinted</u>

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National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>   ARTS RESOURCE DIRECTORY: INDIVIDUALS IN THE VISUAL AND MEDIA ARTS

<u>revision</u>   RELABEL AND CHANGE CODE 8 TYPE OF ARTIST

<u>existing</u> (ALL IN ORDER, pages 156,   <u>revision</u>
        157, 158)

8. Type of Artist   8. Type [note deletion]
    The type of "Visual/Media Artist."   The type of "<u>Individual</u>." The
    The following code will be used: following code will be used:
                                              [use existing definitions except as noted]
01 architect/designer   01 architect/designer
02 graphic designer   02 graphic designer
03 graphic artist   03 graphic artist
04 painter - do not include watercolor;   04 painter- <u>include watercolor artist</u>
    see "graphic artist," 03, for watercolor
05 sculptor   05 sculptor
06 photographer   06 photographer - <u>include holographic
                                                  artist</u>
07 filmmaker   07 filmmaker
08 video artist - include holographic   08 video artist [note deletion]
    artist
09 ceramist   09 ceramist
o   o
o   o
o   o
19 printer/binder/typographer   19 printer/binder/typographer
20 conceptual artist   [note deletion]
                                              20 <u>audio artist</u>
21 performance artist   21 <u>interdisciplinary artist - one who
                                                  produces art forms/art works that
                                                  integrate art disciplines. Include
                                                  performance artists.</u>
22 inter-media artist   [note deletion; now in 21 inter-
                                                  disciplinary]
[does not exist]   22 <u>curator</u>
[does not exist]   23 <u>preparator</u>
[does not exist]   24 <u>exhibit designer</u>
[does not exist]   25 <u>conservator/restorer</u>
23 other   26 <u>other</u>

<u>conversion(s)</u>   redefine, relabel, omit, <u>renumber</u>, <u>add</u>, <u>reclassify & re-enter</u>, <u>reprint</u>

                  <u>convert all entries with code 03 "graphic artist" who are
                      watercolorists to code 04 "painter"</u>
                  <u>convert all entries with code 08 "video artist" who are
                      holographers to code 06 "photographer"</u>
                  <u>examine and re-code all entries having code 20 "conceptual artist"</u>
                  <u>change entries coded 21 or 22 to 21 "interdisciplinary artist"</u>
                  <u>change entries coded 23 "other" to 26 "other"</u>
                  <u>use new code when forms are reprinted</u>

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

<u>system</u>   ARTS RESOURCE DIRECTORY: INDIVIDUALS IN THE VISUAL AND MEDIA ARTS

<u>revision</u>   RENAME "AGENT" FIELDS

<u>existing</u> (ALL IN ORDER, pages 156, 158)   <u>revision</u>

9. Agent   9. <u>Dealer</u>
10. Agent Telephone   10. <u>Dealer</u> Telephone

<u>conversion(s)</u>   redefine, <u>relabel</u>, omit, renumber, add, reclassify and re-enter, <u>reprint</u>

                  <u>use new field labels when forms are reprinted</u>

National Standard for Arts Information Exchange
Revision (released 1984 for implementation in Fiscal Year 1986)

system   ARTS RESOURCE DIRECTORY: VISUAL ARTS ORGANIZATIONS

revision   DELETE FIELDS 09 AGENT AND 10 AGENT TELEPHONE

existing (ALL IN ORDER, pages 162, 163)   revision

09. Agent   delete
10. Agent Telephone   delete

conversion(s)   redefine, relabel, omit, renumber, add, reclassify and re-enter, reprint

                 delete these fields if desired

APPENDIX

system   GRANTS MANAGEMENT AND ARTS RESOURCE DIRECTORIES

revision   CLARIFY INSTRUCTIONS FOR USING THE CHARACTERISTICS CODE

Below are the instructions for using the Characteristics Code throughout the National Standard:

The following "Note" should appear beneath each field's definition. It is shown here once but is to be included with each use of the Characteristics Code.

> Note: Unlike other National Standard codes, several of these code categories may apply in any given case. Therefore, all applicable codes should be selected (e.g., a Native American audience of deaf eleventh graders would be coded "NYD"). Any categories needed by an agency but not available here (e.g., French American, rural, preschool, summer resident, etc.) can be added, but it must be understood that these categories would be used in addition to and not instead of the National Standard (e.g., a French American audience would be coded as such in addition to "W - White, not Hispanic").

Bracketed material is noted for the use of collecting agencies only; it should not appear on forms.

GRANTS MANAGEMENT

1D. Applicant Characteristics

Descriptors designed to enable "Applicant" to identify itself according to that person's or organization's predominant characteristics. The following code and instructions will be used:

> Note: Because the consistency of this information depends on the "Applicant's" own percep-tion of its characteristics, information must be obtained directly from the "Applicant" and must not be edited or changed by the collecting agency. The following instruction must appear (exactly as shown) on the form or document used to collect the information.

> Choose the categories below which describe the applicant individual's or applicant organization's predominant charac-teristics. Use more than one category only if needed.

> G general** (adult, general characteristics)

> N American Indian/Alaskan Native*
> A Asian/Pacific Islander*
> B Black, not Hispanic*
> H Hispanic*
> W White, not Hispanic*

> C child
> Y secondary school student
> U college/university student
> S senior citizen

(Continued on next page)

ARTS RESOURCE DIRECTORIES

Arts Resource Directories: Individuals in the Performing and Literary Arts

and

Arts Resource Directories: Individuals in the Visual and Media Arts

12. Characteristics

Descriptors designed to enable an agency to identify "Individual," Field 1, according to
that person's characteristics. The following code and instructions will be used:

Note: Because the consistency of this information depends on the "Individual's" own per-
ception of his/her characteristics, information must be obtained directly from the
"Individual" and must not be edited or changed by the collecting agency. The following
instruction must appear (exactly as shown) on the form or document used to collect the
information:

Choose the categories which describe your predominant
characteristics. Use more than one category only if necessary.

N American Indian/Alaskan Native*
A Asian/Pacific Islander
B Black, not Hispanic*
H Hispanic*
W White, not Hispanic*

C child
Y secondary school student
U college/university student
S senior citizen

E mentally or psychologically impaired
D hearing impaired
Q visually impaired
P otherwise physically impaired

I institutionalized (other than correctional)
J institutionalized (correctional)

V veteran

F woman

* See footnote on page 134 of ALL IN ORDER

Arts Resource Directories: Sponsors/Presentors

14. Audience Type

The type(s) of audience(s) to which "Sponsor/Presentor" offers its services. The following
code and instructions will be used:

Note: Because the consistency of this information depends on the "Sponsor/Presentor's"
own perception of its audiences, the information must be obtained directly from the
"Sponsor/Presentor" and must not be edited or changed by the collecting agency. The
following instructions should appear (exactly as shown) on the form or document used
to collect the information:

Choose the categories which describe the predominant charac-
teristics of the type of audiences to which you offer your
services.

G general (adult, general characteristics)
Use this code unless your programs are targeted specifically
for one or more of the special groups listed below.

[list the remainder of the Characteristics Code as above]
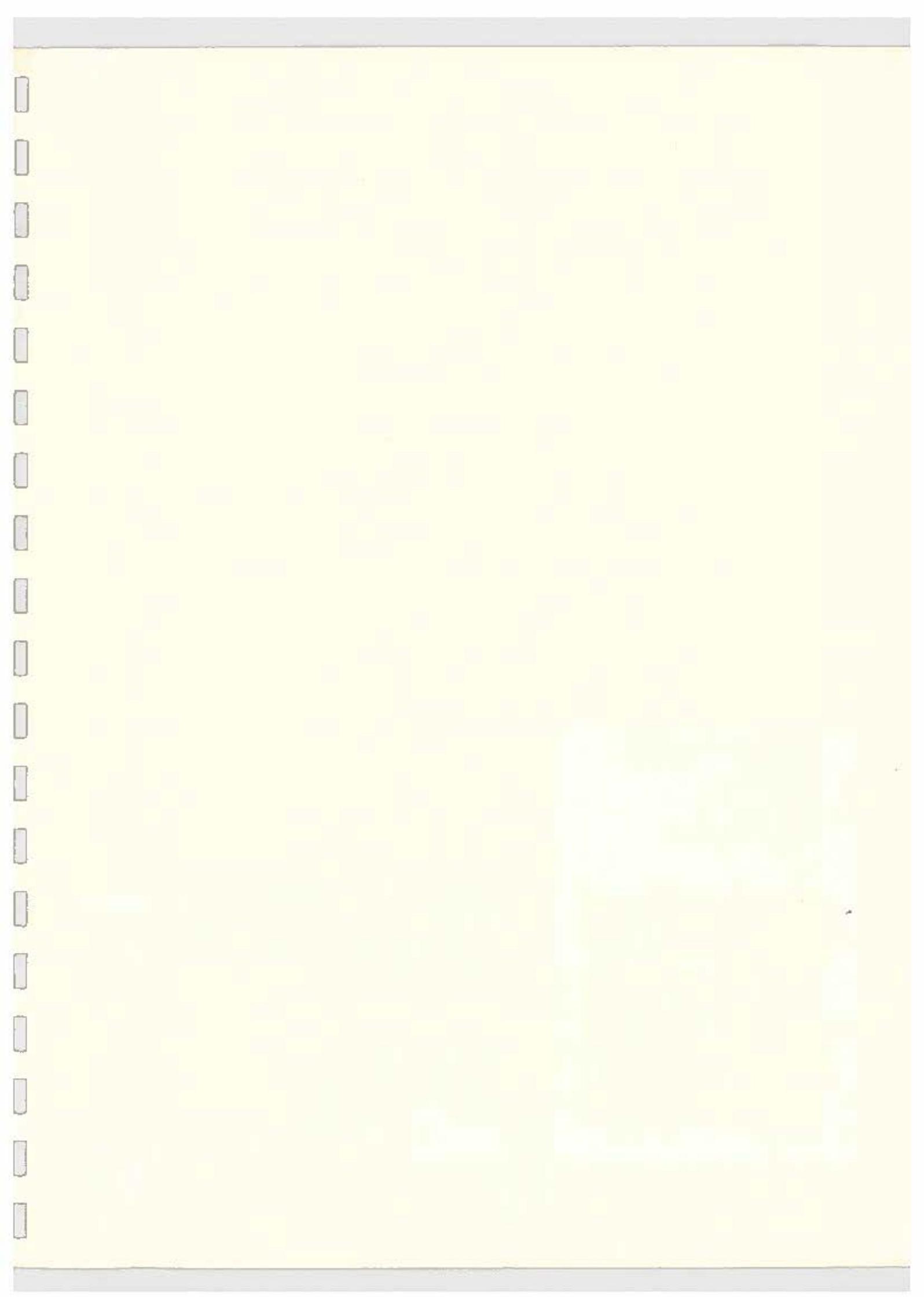
All in Order: Information Systems for the Arts

A Report of the National Information Systems Project
Including the National Standard for Arts Information Exchange
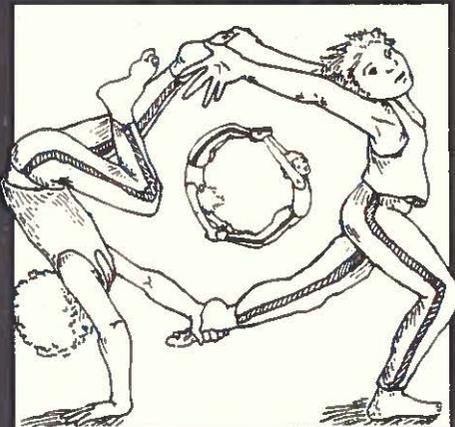
The REVISIONS AND IMPLEMENTATION SCHEDULE
for the National Standard for Arts Information
Exchange is a companion piece to ALL IN ORDER:
INFORMATION SYSTEMS FOR THE ARTS, which
contains the National Standard for Arts
Information Exchange.

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