TECHNICAL IMPLEMENTATION MANUAL

The
National Standard
for
Arts Information
Exchange

FY 1994-98
Revisions

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Technical Implementation Manual
National Standard for Arts Information Exchange

PART I: GENERAL INFORMATION

A National Information Resource

The National Standard for Arts Information Exchange is a set of terms, definitions, and reporting guidelines used to organize information about artists, arts resources, and arts grant-making activities. Designed and implemented 14 years ago by the states and the National Endowment for the Arts (NEA), the Standard today is managed jointly by the National Assembly of State Arts Agencies (NASAA) and the NEA. National Standard users include the government arts agencies of the 56 states and U.S. jurisdictions, the seven regional arts organizations, and the NEA as well as some arts councils operating on the municipal and county level. Use of the Standard provides all participating agencies with a consistent structure for collecting, formatting, and reporting information on their activities. The resulting information forms a uniform data set describing the characteristics and scope of publicly funded arts activities taking place across the nation. Such data provides an important accountability tool and provides quantitative information for use in policy analysis, long-range planning, and agency self-evaluation.

Revisions to the Standard

In order to maintain the Standard as a useful information collection system, periodic revisions are made to reflect new conditions and patterns in the arts funding environment. The NASAA Board of Directors and the NEA have adopted a set of procedures that govern the ongoing maintenance and amendment of the Standard:

- NASAA routinely solicits and collects feedback on the usability and effectiveness of the Standard.
- If routine feedback indicates a strong need for change to the Standard, a formal revision cycle is initiated at four year intervals. This revision process involves a thorough assessment of the ways in which the Standard does and/or does not meet state, regional, and federal needs. NASAA staff and representatives of the states, regions, and the NEA all collect detailed information about desired changes and suggested strategies for information classification. Input from arts service organizations and others working in the arts field is routinely solicited.
- Resulting suggestions are reviewed by the NASAA Research and Information Committee as well as a joint NASAA-NEA National Standard Working Group.
- After extensive field input and review, proposed changes are submitted to the NASAA Board of Directors and NEA senior staff for approval.

This consultative process produced the changes described in this document as part of the revisions initiated in 1993-94. Responding to the growing national priority placed on arts education activities, state arts agencies and the NEA both expressed an urgent interest in improving the amount and specificity of arts education data available through the Standard. A committee of four representative state Arts in Education (AIE) coordinators, seven state and regional grants and fiscal officers, and NEA staff members convened in the summer of 1993 to craft a proposal that addressed the field's arts education interests as well as concerns expressed about Tribal Council coding, updated Activity Types and current Applicant Institution codes. Feedback on this proposal was solicited from every state and regional arts agency as well as NEA program staff through surveys, peer sessions at the NASAA annual meeting, and telephone contacts made by representative AIE coordinators and grants officers. Once accepted by the field, the changes were accepted by the Research and Information Committee in February of 1994 and approved by the NASAA Board of Directors and NEA senior staff in April of 1994.

Implementing the Changes

This document describes the modifications that arts agencies must make to their information systems in order to comply with current National Standard guidelines. It describes the revisions and outlines the changes necessary for users' reports, databases, and information collection procedures.

Most of the changes involve the redefinition of fields and codes already existing within the National Standard. To implement these coding changes, users need to verify that revised terminology is applied consistently and that coding lists on grantee forms are updated to reflect the new coding sequence. In addition to the revised fields, three new fields have been incorporated into the Grants Management section of the National Standard. These new items will need to be added to all grants management databases and reporting materials.

Most importantly, each agency will need to make plans to collect this data systematically from all grantees/contractors. This means incorporating the new information onto the necessary grantee report forms, application materials, and internal data entry screens. Since all of the changes described here are federal reporting requirements that must be reflected on your annual Final Descriptive Reports (FDRs) to the NEA and NASAA, all FDR disk and paperwork procedures will need to be updated also.

Timeline

Please remember that *all of these National Standard changes need to be incorporated into your FY 1998 reports.* Although NASAA and the NEA can receive most coding changes as they become convenient for you, *all states must continue to report existing Project Type reporting conventions until FY 1998, at which time the new Arts Education and Presenting/Touring fields will be accepted.* This "mass conversion" of arts education and presenting information in 1998 is important for accountability purposes: it guarantees that states collectively are reporting only one definition of arts education at any given time.

For Further Assistance

Your first point of contact for implementation assistance should be the NASAA office. The following kinds of consultation are available via phone, fax or E-mail: review of application, mailing list, and final report forms to ensure National Standard compliance; help with the construction of accurate and appropriate data collection questions and techniques; referrals to peer state agencies for information, models, and ideas; assistance with the development of new database file structures and report forms; and more information on the National Standard.

Review of report forms is a particularly important implementation step, since it allows you to prevent costly National Standard information collection errors before they affect your grantees, staff, and computer systems. If you fax or express mail draft copies of your paperwork to NASAA, the research staff will check to ensure that all National Standard requirements are met and that all of your information follows federal guidelines. This free service is usually available on a same- or next-day basis.

Depending upon the availability of funds, Technical Assistance Workshops and individual agency site visits are other possible forums for training, consultation, and implementation help. For more information please contact the NASAA research staff.

PART II: NEW FIELDS

Arts Education Field

Report Field Name:	Arts Education
Field Structure:	A three-digit, alphanumeric field filled with a code chosen from the list below
Systems Affected:	Grants Management System
Status of Change:	Required

Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

01 **50% or more of this project's activities are arts education directed to:**
- A   K-12 students
- B   Higher education students
- C   Pre-kindergarten children
- D   Adult learners (including teachers and artists)

02 **Less than 50% of this project's activities are arts education directed to:**
- A   K-12 students
- B   Higher education students
- C   Pre-kindergarten children
- D   Adult learners (including teachers and artists)

99 **None of this project involves arts education**

This field (together with the Presenting and Touring field below) replaces the former Project Type (Group I and Group II) field. Users should determine whether each grant record meets the definition of arts education as stated above. Grants not fitting the definition should receive a 99 code. For those grants fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes used by themselves are acceptable.

Examples: A grant supporting the third grade classroom and curriculum development work of a sculptor in residence should receive the Arts Education code O1A. A program training teachers to integrate the media arts into high school civics classrooms should receive the code 01D. An award for a statewide dance tour that includes occasional master classes should receive the code 02.

Presenting and Touring

Report Field Name:	Presenting/Touring
Field Structure:	A two-digit, alphanumeric field filled with a code chosen from the list below
Systems Affected:	Grants Management System
Status of Change:	Required

01 **Presenting/Sponsoring:** Grants (or the equivalent of direct services) for the production of exhibitions, readings, screenings, etc. created elsewhere. (Does not include general operating support or grants where a small or indeterminate portion goes to presenting.)

02 **Touring:** Grants (or the equivalent of direct services) resulting in the movement of artworks and artists for performances, readings, screenings, etc. to the benefit of audiences in different geographic areas. (Does not include general operating support or grants where a small or indeterminate portion goes to touring.)

99 **None of this project involves presenting or touring.**

This field replaces the Group 1 codes of the old Project Type field. Codes 01 and 02 should be used only when presenting or touring are major components of the funded activity.

Number of Children and Youth Benefiting

Field Name:	Youth Benefiting
Field Structure:	A six-digit, numeric field
Systems Affected:	Grants Management System
Status of Change:	Required

This field was added to the Standard to help identify projects with a focus on children and youth and to help quantify the public impact of arts education and other youth-oriented grant programs. Its definition reads:

> **The total number of children and youth (including students, participants, and audience members) benefiting directly from the funded project.** This figure should reflect a portion of the total number reported in the individuals benefiting field.

PART III: REVISED NATIONAL STANDARD FIELDS

Tribal Councils

Field Affected:	Applicant Status
Systems Affected:	Grants Management System, Mailing, and Constituent Lists
Status of Change:	Required

A code representing Tribal Councils has been added to the applicant status field, which reflects the legal status of grantee organizations and individuals. This new status code should be used to describe **grants to the governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.** The complete revised Applicant Status field list now reads (new items appear in bold):

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

Note that the old code "09 - None of the Above" has been superseded by the new Tribal Government code. All records for which codes 01 through 09 do not apply should receive a new terminal designation of "99" (see page 12).

Revised Institution Codes

Field Affected: Applicant Institution
Systems Affected: Grants Management System, Mailing, and Constituent Lists
Status of Change: Required

Seven Applicant Institution codes were redefined and/or renamed in order to clarify their meaning and improve their usability. In addition, four new codes were developed to help users identify frequent applicants that previously had no clear place in the existing National Standard Applicant Institution code scheme. The complete revised Applicant Institution list now reads (all new/revised items appear in bold):

01   Individual Artist
02   Individual Non-Artist
03   Performing Group
04   Performing Group - College/University
05   Performing Group - Community
06   Performing Group - Youth
07   Performance Facility
08   Art Museum
09   Other Museum
10   Gallery/Exhibit Space
11   Cinema
12   Independent Press: A non-commercial publisher or printing press which issues small editions of literary and other works.
13   Literary Magazine
14   Fair/Festival
15   Arts Center
16   Arts Council/Agency
17   Arts Service Organization: An organization that has as its central function the provision of services that assist or promote the arts and/or arts organizations (e.g. statewide assemblies, NASAA, Opera America, arts education alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
18   Union/Professional Association: Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
19   School District
20   Parent-Teacher Organization
21   Elementary School
22   Middle School
23   Secondary School
24   Vocational/Technical School
25   Other School: Non-arts schools not included in codes 19-24, 26 or 48.
26   College/University
27   Library
28   Historical Society
29   Humanities Council
30   Foundation
31   Corporation

32 Community Service Organization: A non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks Clubs, the Salvation Army, Junior League, etc.

33 Correctional Institution

34 Health Care Facility

35 Religious Organization

36 Seniors' Center: A facility or organization offering programs, care or services for people age 65 and over.

37 Parks and Recreation

38 Government - Executive: The administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.

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: Any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for the artistically gifted, etc.

49 Arts Camp/Institute: An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g. a children's summer music camp).

50 Social Service Organization: Governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.)

51 Child Care Provider: An organization providing child care.

99 None of the Above

Note that the old code "48 None of the Above" has been superseded by a new code "48 School of the Arts." All "None of the Above" records should be converted to the terminal code 99 (see page 12).

Type of Grant Activity

Field Affected: Type of Activity
Systems Affected: Grants Management System
Status of Change: Required

The definitions of five original Activity Type codes have been revised and six new activity type codes have been added. These changes will allow more precision in the coding of grantees' research, training, and education activities. The complete revised code list now reads (new/revised items appear in bold):

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 Establishment
11 Operating Support
12 **Arts Instruction: Include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.**
13 Marketing
14 Professional Support - Administrative
15 Professional Support - Artistic
16 Recording/Filming/Taping
17 Publication
18 Repair/Restoration/Conservation
19 **Research/Planning: Include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies.**
20 **School Residency: Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.**
21 **Other Residency: Artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.**
22 Seminar/Conference
23 Equipment Acquisition
24 Distribution of Art
25 Apprenticeship
26 Regranting
27 Translation
28 Writing About Art
29 **Professional Development/Training: Activities enhancing career advancement.**
30 **Student Assessment: The measurement of student progress toward learning objectives. Not to be used for program evaluation.**
31 **Curriculum Development/Implementation: Include the design, implementation, and distribution of instructional materials, methods, evaluation criteria, goals, and objectives.**
32 **Stabilization/Endowment/Challenge: Grant funds used to reduce debt, contribute to endowments, build cash reserves, or enhance funding leverage or stabilization.**
33 **Building Public Awareness: Activities designed to increase public understanding of the arts or to build public support for the arts.**
34 **Technical Assistance: with technical/administrative functions.**
99 None of the Above

Individuals Benefiting

Field Affected:	Individuals Benefiting
Systems Affected:	Grants Management System
Status of Change:	Required

The definition of the Total Individuals Benefiting field must be expanded to account for the new Children/Youth benefiting field. As a result, the definition of Individuals Benefiting now reads:

> **Individuals Benefiting: The total number of artists participating, children and youth benefiting, and other direct project beneficiaries and participants.**

National Standard users should be wary of inflated figures in this field. Limit inclusion to only those participants and audience members affected by the immediate execution of the funded project. (E.g. for a public performance, provide actual audience/admission figures instead of county populations or estimates of subsequent recording sales.)

Terminal Codes & "None of the Above"

Field Affected: National Standard code lists:
Applicant Status
Applicant Institution
Activity Type
Arts Education
Presenting/Touring

Systems Affected: Grants Management System, Mailing, and Constituent Lists
Status of Change: Required

All terminal codes concluding each coding list with "None of the Above" or "Other" should be converted to read:

99   None of the Above

This conversion will guarantee that "None of the Above" remains consistently at the end of each coding scheme, regardless of future additions or deletions within the National Standard. All grant and constituent records currently using an old "None of the Above" designations should be updated to 99 to avoid misinterpretation (for example, the understanding of an applicant institution code of 48 to indicate "School of the Arts" rather than "None of the Above").

PART IV: REPORTING CONVENTIONS

Field Sequence The following list indicates the data fields required on annual Final Descriptive Report (FDR) diskettes and paper reports for NASAA and the National Endowment for the Arts. Fields affected by this round of National Standard changes appear in bold.

Field Name and Order		Field Type	Maximum Length
1	Applicant Name	alpha/numeric	30 characters
2	Applicant City	alpha/numeric	16 characters
3	Applicant State	alpha/numeric	2 characters
4	Applicant Zip	alpha/numeric	5 characters
5	Zip + 4	alpha/numeric	5 characters
6	**Applicant Status**	**alpha/numeric**	**2 characters**
7	**Applicant Institution**	**alpha/numeric**	**2 characters**
8	Applicant Discipline	alpha/numeric	3 characters
9	Congressional District	alpha/numeric	3 characters
10	Project Discipline	alpha/numeric	3 characters
11	**Activity Type**	**alpha/numeric**	**2 characters**
12	**Presenting/Touring**	alpha/numeric	2 characters
13	**Arts Education**	**alpha/numeric**	**2 characters**
14	**Total Individuals Benefiting**	**numeric**	**8 digits**
15	Artists Participating	numeric	6 digits
16	**Children/Youth Benefiting**	**numeric**	**6 digits**
17	International Activity	logical/alpha	1 character
18	Grantee Race	alpha/numeric	2 characters
19	Project Race	alpha/numeric	2 characters
20	Amount Requested	numeric	8 digits
21	Amount Awarded	numeric	8 digits
22	Amount Spent	numeric	8 digits
23	Total Project Expenses	numeric	8 digits
24	Total Project Income	numeric	8 digits
25	Total Project In-Kind	numeric	8 digits
26	BSG Share	numeric	8 digits
27	Other NEA Share	numeric	8 digits
28	SAA Share	numeric	8 digits
29	Other Share	numeric	8 digits
30	NEA Program*	alpha/numeric	11 characters
31	Application Number**	alpha/numeric	9 characters

* Although not part of the National Standard, this field is required by the NEA State & Regional Program. It contains an abbreviation or grant number to reference the kind of funding present in grant records where Other NEA Share is greater than zero.

** Indicates each agency's unique system of grant identification numbers. This is not a National Standard requirement, but is encouraged because it helps NASAA and the NEA to quickly trace a record in the event of a question.

NEA Final Report Form

The sample below illustrates the proper form and placement for National Standard information on the statistical Detail reports required by the NEA State & Regional and Arts in Education programs. All Final Descriptive Report (FDR) paperwork should be updated to reflect this layout.

Final Descriptive Report form: DETAIL
State and Regional Program
National Endowment for the Arts

Special and Final Descriptive Report Form
Arts in Education Program
National Endowment for the Arts

Arts Agency _____ BSG Number _____ BSG Start Date _____ BSG End Date _____

AIE Partnership Number _____ AIE Start Date _____ AIE End Date _____

Applicant Name Applicant City Zip Code Status	State Inst	Cong PDisc ADis	PresTr YthBen Type	ArtsEd Individ Artists	Int'l GrRace PrjRace	Request Award Spent	Expen Income In-Kind	BSG Share Other NEA NEA Program	SAA Share Other Share
Auk Arts League		001	99	01D	N	9870	12539	0	2000
Shell Harbor	AK	09	19	63	N	4000	12488	2000	0
99664 02 16	14	29	7	G	4000	631	94-5154-1111		

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 Establishment
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 Regranting
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
99 None of the Above

Applicant Institution

01 Individual Artist
02 Individual Non-Artist
03 Performing Group
04 Performing Group - College/University
05 Performing Group - Community
06 Performing Group - Youth
07 Performance Facility
08 Art Museum
09 Other Museum
10 Gallery/Exhibit 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 Association
19 School District
20 Parent-Teacher Organization
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
31 Corporation
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/Institute
50 Social Service Organization
51 Child Care Provider
99 None of the Above

Disciplines (Applicant and Project)

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 Theatre
  A Opera
  B Musical Theatre
04 Theatre
  B Mime
  D Puppet
  E Theatre for Young Audiences
05 Visual Arts
  A Experimental
  B Graphics
  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
10 Literature
  A Fiction
  B Non-Fiction
  C Playwriting
  D Poetry

Disciplines (Cont)

11 Interdisciplinary
12 Folk Arts
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

Presenting and Touring

01 Presenting/Sponsoring
02 Touring
99 None of the Above

International Activity

Y Includes international component(s)
N Includes no international component(s)

Grantee Race

N American Indian/Alaska Native
A Asian
B Black, not Hispanic
H Hispanic
W White, not Hispanic
G General (for organizations)
M Multicultural (for individuals)

Project Race

N American Indian/Alaska Native
A Asian
B Black, not Hispanic
H Hispanic
W White, not Hispanic
G General