

1200 18th Street NW, Suite 1100 Washington, D.C. 20036 202-347-6352 www.nasaa-arts.org

## MEMORANDUM

- TO: All State Arts Agency and Regional Arts Organization Grants and Fiscal Officers
- **FR:** Kelly Liu, Grants Data Associate Ryan Stubbs, Senior Director of Research
- **DA:** September 30, 2024

## RE: NEA FY2023 Partnership Agreement Grant Reports (NEA Grant #s xxxxxx-61-23 for SAA and RAO FY2024 activities) FDR Reporting Requirement Reminder Memo

It's that time of year again! In the next few months, most of you will be reporting on your Partnership Agreement grant activities by submitting final reports (Final Descriptive Reports, or FDRs, and Federal Financial Reports, or FFRs) to the National Endowment for the Arts (NEA). **Please review this memo closely, as guidance and instructions have been updated.** 

The National Endowment for the Arts requires you to send copies of your FDR materials to NASAA at the same time as your submission to the NEA. The NEA and NASAA use your data to show how Partnership Agreement dollars are spent, to describe state arts agency and regional arts organization achievements, and to demonstrate the effectiveness of the partnership. Timely reports help the NEA maintain accountability with Congress and help the NEA document the benefits of public funding for the arts. Per the General Terms and Conditions for Partnership Awards, failure to submit reports makes you ineligible for future awards or to draw down funds on existing awards.

**The FFR** should reflect the actual expenditure of costs from your approved Partnership Agreement award budget, and should show you have met the required minimum one-to-one match/cost share. **ALL expenses reported on the FFR must be fully compliant with the award's General Terms and Conditions.** 

You must be able to assign the federal and cost share amounts on your FFR to specific expenses listed on your FDR. If you are audited, source documentation of these allocated costs will be required for review.

**Use the FDR** to report on **all** activities conducted under the State Arts Plan or Regional Arts Plan (SAA/RAO Arts Plan) that were approved as part of your NEA Partnership application and that took place within the approved period of performance for this Partnership Agreement.

- All expenditures reported on the FDR that correspond to the cost share/match reported on the FFR **must** be in compliance with the award's General Terms and Conditions.
- Expenditures reported on the FDR that were not supported by the NEA funds and cost share/match reported on your FFR **do not** need to align with the federal requirements outlined in the award's General Terms and Conditions.

The FDR data is used to generate an SAA/RAO database that includes FDR activity representing the entirety of an agency's operations while requiring allowable cost share/match only for those projects designated as cost share/match on the FFR.

The expenses reported on the FDR in most cases will exceed the expenses listed on the FFR, since generally not all SAA/RAO activities are supported by the NEA grant and the required cost share/match.

To add your statistical information to the national database of all state and regional grant awards, please prepare your NEA FY2023 Partnership Agreement grant files as soon as possible and in accordance with your award's final reporting requirements. Contact NASAA or the NEA with any questions.

## Submit the NEA's FDR and FFR by completing the webforms in REACH:

<u>https://grants.arts.gov/eGMS-Reach/Login.aspx</u>. Awardees now access REACH using a login.gov account. A handbook on managing your award in REACH can be downloaded at <u>https://www.arts.gov/sites/default/files/Handbook-Revised-3.3.23.pdf</u>.

## You will complete the following in REACH:

- Final Descriptive Report SAA-RAO (webform in REACH to confirm NASAA submission); submitting this to the NEA means you have submitted the DETAIL and PROJECT ACTIVITY LOCATIONS sequencing forms and data to NASAA.
- Federal Financial Report FFR (webform in REACH)
- Folk Arts Narrative (upload if applicable)

Do not upload the DETAIL and PROJECT ACTIVITY LOCATIONS sequencing forms and data files. **They must still be emailed to NASAA.** 

Extension requests for your award's period of performance or final reports due dates must be made to the NEA in REACH. Inform NASAA once your changes are approved; include the new due date for your final reports.

Email the FDR Data package to Grants Data Associate Kelly Liu at <u>kelly.liu@nasaa-arts.org</u> and include the following:

- the DETAIL data export file and data sequencing form
- the PROJECT ACTIVITY LOCATION data export file and data sequencing form
- a message describing any unique formats or contents

If you have any questions about FDR requirements, contact Kelly Liu at <u>kelly.liu@nasaa-arts.org</u> or view NASAA's <u>federal reporting resources</u>.

## Guidelines

- 1. We would like grants and fiscal officers to be aware of reporting changes for the upcoming federal fiscal year. Beginning in NEA FY2024/SAA RAO FY2025, two fields will be retired, and one new field will be added:
  - a. The fields "Population Benefited by Age" and "Population Benefited by Distinct Groups" will be retired from NEA FY2024/SAA RAO FY2025 and beyond.
  - b. A new financial field will be added beginning in NEA FY2024/SAA RAO FY2025: "NEA Cost Share/Match," defined as "Amount of Partnership Agreement cost share/match funds included in 'Grant Amount Spent.' *If no Partnership Agreement cost share/match*

*funds were included, enter 0."* This field will be positioned between NEA Share and SAA/RAO Share. SAAs and RAOs will need to begin preparing to report this new field in their FY2025 FDRs. Further guidance on the field can be found <u>here</u>. Please reach out to the NEA with any questions.

- 2. The fields "NEA Primary Strategic Outcome" and "Population Benefited by Race" were eliminated for NEA FY2022/SAA RAO FY2023 and beyond. They were deleted from the Details field sequence, so do not include them in your FDR.
- 3. The SAM.gov Unique Entity Identifier (SAM-UEI) is required for subgrants made with NEA funds or the cost share/match reported on your FFR. The SAM-UEI replaced the DUNS on April 4, 2022, and is now reported in the field sequence in your DETAIL data file. Individual artists are exempt from this requirement.
- 4. Your FDR report should include grants and activities supported by the NEA FY2023 Partnership grant funds, the state/regional funds used as cost share/matching funds for that NEA grant as reported on your FFR (not grants and activities for other NEA fiscal years), and all non-matching funds. Make sure to include non-grant programmatic services and activities supported by NEA FY2023 Partnership Agreement funds or by cost share/matching and nonmatching funds (see Attachment A for guidance). The report should detail how your agency used state/regional, federal or other dollars to support all programs and services. Examples of how to report special cases (non-grant program activities, regrants and fiscal agents) can be found in Attachment A. If you are not certain how to record an activity in the standard FDR format, contact NASAA's Kelly Liu at kelly.liu@nasaa-arts.org
- 5. NASAA collects, cleans, and maintains data submitted for the FDR DETAIL and ACTIVITY LOCATION sections. The FDR DETAIL and ACTIVITY LOCATION are exported data files of all your grant making and programmatic activities. Make sure that your data file lists all of the required fields in the correct sequence, as described in Attachment B for DETAIL and Attachment C for ACTIVITY LOCATION. Compare your files to the models provided in Attachment D to confirm that they have been exported correctly. NASAA prefers text (.txt) delimited files but can accept most file types, including .accdb, .csv, .xls and .xlsx files.
- 6. Submit your DETAIL and ACTIVITY LOCATION data files along with a **Data Sequencing form for both** (see Attachment E). The forms help NASAA map your information into our national database.
- 7. Your report and data files should not include records of unfunded grant applications.
- 8. To extend the period of performance for your Partnership award, you must make your request to the NEA in REACH. Once approved by the NEA, please inform NASAA of your new extended FDR report date so we know when to expect your data.

## **Reporting Reminders**

### **Report the Full Scope of Activities**

The FDR should include all grants and non-grant programmatic services and activities conducted under the State/Regional Arts Plan approved as part of your NEA Partnership application, including activities supported by NEA grant funds, state or regional funds used as

cost share/match for the NEA grant (as reported on your FFR), and other state or regional funds/additional sources.

The FFR should reflect the **actual expenditure** of the approved Partnership Agreement award budget. The FFR will show the NEA funds and confirm the final, actual Recipient Share (i.e., state/regional cost share/match) for the federal award. This cost share/match must be at least one to one but may be more, as long as all expenditures reported are in compliance with the award's General Terms and Conditions. You must be able to assign the federal and cost share/match amounts on your FFR to specific expenses listed on your FDR.

## Federal Accountability

The Federal Funding Accountability and Transparency Act (FFATA) requires SAAs and RAOs to provide special reporting on each grant that includes \$30,000 or more in federal funds. See the NEA FFATA FAQs: <u>https://www.arts.gov/sites/default/files/FFATA-FAQS-10.5.21.pdf</u>. In addition, this <u>NEA webinar</u> offers clarification on uniform administrative requirements, cost principles and audit requirements for federal awards (a.k.a. Part 200) pertaining to NEA Partnership Agreements and subawards.

# **Reporting the Full Scope of Your Grants and Programs**

Your Final Descriptive Report (FDR) for your NEA Partnership grant should include grants and activities supported by National Endowment for the Arts Partnership grant funds for that NEA fiscal year, the state/regional funds used as cost share/match for the Partnership grant (not grants and activities for other NEA fiscal years) and all funds not used as cost share/match. Make sure to include non-grant programmatic services and activities supported by NEA Partnership Agreement funds or by matching and nonmatching funds.

The Federal Financial Report (FFR) should reflect the actual expenditure of NEA funds and confirm the final, actual Recipient Share (state/regional match) for the federal award. This cost share/match must be at least one to one<sup>i</sup>, but may be more, as long as all expenditures reported here are in compliance with the General Terms and Conditions for the award.

# **Reporting Multiyear Grants**

NEA Partnership awards can not be closed out until all subawards associated with the prime award have been completed and closed out. Do not include carryover funds for grants and activities supported by a previous fiscal year's Partnership award and cost share/match.

## **Reporting Non-grant Programmatic Activities**

In addition to grants, state arts agencies and regional arts organizations should record programmatic activities in their FDRs. Although these activities are not grants to other organizations/individuals, reporting this activity allows the NEA and NASAA to better understand the scope of SAA and RAO programs and services. Examples of this include artist rosters, technical assistance workshops and exhibitions produced in-house.

Each activity should be reported as a separate record, with Applicant Name listed as "SAA/RAO-Program Name." All records should be reported with Applicant Status = 05 for SAAs or 02 for RAOs, Applicant Institution = 16, and Applicant Discipline = 14. The financial fields for grant amount and project budget should all equal each other (Amount Requested, Amount Awarded, Amount Spent, Total Project Expenses, and Total Project Income). All other fields should be coded to reflect the activity in a manner like other grant records.

Contracted services, where the SAA/RAO funds a third party to produce programmatic activities, should also be reported as separate records. For these records, fields should reflect the organization (or individual) producing the work, not the SAA or RAO.

# **Reporting Operating Support's Total Project Expenses and Income**

For general operating support grants coded as Activity Type "11" using NEA or cost share funds, the total project expenses and income can only be the total of the subaward amount and any required match. For those grants not using NEA or cost share funds, the total project expenses and income should be the whole budget of the grantee organization. Expenses and income should be greater than Amount Spent, oftentimes in the millions of dollars.

# **Reporting Re-granting Activities**

SAAs and RAOs that provide grants to organizations for the purposes of regranting<sup>ii</sup> are required to report the initial grants but not the subsequent re-grants. These records should be reported with Activity Type = 26.

# **Reporting Fiscal Agents**

SAAs and RAOs may not use federal funds or funds used as cost share/match for the federal funds to support awards to organizations that use fiscal agents. SAAs and RAOs may utilize funds over and above their NEA grant and any cost share/matching funds (costs not reported on the FFR) to

NASAA guidance is based on NEA instructions and requirements. For questions about NEA requirements, contact the NEA Office of Grants Management at grants@arts.gov. For technical implementation questions and guidance, contact Kelly Liu at NASAA at 202-347-6352 x101 or kelly.liu@nasaa-arts.org.

make such awards. SAAs and RAOs that provide grants to organizations that use fiscal agents are required to report on the fiscal agents as if they are grantees. While the grantee name and location in the FDR should reflect the fiscal agent, all other data in the FDR and the Activity Location table should reflect actual project activities. Please note that the National Standard includes fields for Payee and Provider of Services that may be helpful to include in your database to track these situations.

<sup>&</sup>lt;sup>i</sup> For those agencies covered by the Economic Development of the Territories Act (American Samoa, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Mariana Islands, Guam, and the Virgin Islands), the cost share/matching requirement does not apply to the first \$200,000 of NEA funds (48 U.S.C. 1469a(d), as amended).

<sup>&</sup>lt;sup>ii</sup> The only Arts Endowment award recipients eligible to make subawards are the State Arts Agencies, Regional Arts Organizations, and Local Arts Agencies identified in the Arts Endowment's legislation (P.L. 108-108 Section 309). Therefore, only eligible entities to further regrant NEA funds and associated cost share/match from a SAA/RAO prime award

are designated local arts agencies.

# **Attachment B**

## **DETAILS Section Data Fields and Sequence**

Field Name and Order		Data Type	<b>Recommended</b> Length
1	Applicant Name	text	100 characters
2	Applicant Street Address	text	No specification
3	Applicant City	text	25 characters
4	Applicant State	text	2 characters
5	Applicant Zip	text	5 characters
6	Applicant Status	text	2 characters
7	Applicant SAM-UEI <sup>4</sup>	text	12 characters
8	Applicant Institution	text	2 characters
9	Applicant Discipline	text	3 characters
10	Project Discipline	text	3 characters
11	Activity Type	text	2 characters
12	Arts Education	text	2 characters
13a	Adults engaged: In-person arts experience	numeric	8 digits
13b	Children engaged: In-person arts experience	numeric	8 digits
14	Artists Directly Involved	numeric	8 digits
15	Population Benefited by Age <sup>1</sup>	text	8 characters
16	Population Benefited by Distinct Group <sup>1</sup>	text	6 characters
17	Amount Requested	numeric	8 digits
18	Amount Awarded	numeric	8 digits
19	Amount Spent	numeric	8 digits
20	Total Project Expenses	numeric	8 digits
21	Total Project Income	numeric	8 digits
22	Total Project In-Kind	numeric	8 digits
23	NEA Share	numeric	8 digits
24	SAA or RAO Share	numeric	8 digits
25	Other Share	numeric	8 digits
26	SAA or RAO Unique Identifier <sup>2</sup>	text/numeric	9 characters
27	Constituent ID <sup>3</sup>	text/numeric	10 characters

### NOTES

<sup>1</sup> Multiple selections are allowed for this field.

<sup>2</sup> Indicates each agency's unique system of grant identification numbers for each record.

<sup>3</sup> Indicates each agency's unique identification number used in its constituent list or mailing list database. A grantee's Federal Employer Identification Number (FEIN) may also be used. Although reporting this field is voluntary, agencies are strongly encouraged to include this information.

<sup>4</sup> SAM-UEI replaces DUNS for all FDRs submitted after 4/4/2022, regardless of when the awards were issued or closed. The UEI is only required only for subgrants made with NEA funds or the cost share/match reported on your FFR. Individual artists are exempt – enter IND.

# **Project Activity Location Information**

Though it is preferable to report Project Activity Locations for all grants and nongrant program records in the DETAILS section, it is only mandatory for a select number of activities below. These activities correspond to the NEA's column A activities in their FDR <u>instructions</u>. For additional guidance and answers to frequently asked question about activity location reporting, <u>consult this document</u>.

# Type of Activity Requiring Location Information

- 02 Audience Services
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 10 Organization Establishment
- 12 Arts Instruction
- 16 Recording/Filming/Taping
- 18 Repair/Restoration/Conservation

- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 24 Distribution of Art
- 25 Apprenticeship
- 29 Professional Development/Training
- 33 Building Public Awareness
- 34 Technical Assistance
- 37 Public Art/Percent for Art

## ACTIVITY LOCATION Section Data Fields and Sequence (Do not include the name of the venue in street address)

Field	Name and Order	Field Type	Recommended Length
1	Venue Street Address <sup>1,4</sup>	text	No specification
2	Venue City <sup>1</sup>	text	25 characters
3	Venue State <sup>1</sup>	text	2 characters
4	Venue Zip <sup>1</sup>	text	5 characters
5	Venue Latitude <sup>2</sup>	double/float	5 decimal places
6	Venue Longitude <sup>2</sup>	double/float	5 decimal places
7	Number of Days	numeric	3 digits
8	SAA or RAO Unique Identifier <sup>3</sup>	text/numeric	9 characters

## NOTES

 $^{1}$  Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip

 $^{\rm 2}$  The four fields of Venue street address, Venue city, Venue state, Venue Zip can be provided in lieu of Latitude and Longitude

<sup>3</sup> Must be the same grant identification number as its DETAIL record so they can be joined.

<sup>4</sup> Do not include the name of the venue in Venue Street Address

NASAA guidance is based on NEA instructions and requirements. For questions about NEA requirements, contact the NEA Office of Grants Management at grants@arts.gov. For technical implementation questions and guidance, contact Kelly Liu at NASAA at 202-347-6352 x101 or kelly.liu@nasaa-arts.org.

# The Electronic DETAIL and ACTIVITY LOCATION Sections

DETAIL and ACTIVITY LOCATION records should only be exported to an electronic file in a database-ready format. Database-ready formats can be text files delimited by comma, tab, or space; in an Excel spreadsheet; or in an Access .accdb or .mdb database table.

A text delimited file is a file where each grant record appears on its own single line. Fields are separated by commas, tabs, or spaces. <u>Please</u> <u>include the field names as the first line in the file</u>. Field names help us map each data element into its proper field in the national database of all SAA and RAO grants. When you have finished exporting your DETAIL and ACTIVITY LOCATION data, check to see that it is in a delimited format and that all information appears in the sequence shown in Attachment B for DETAILS and Attachment C for LOCATIONS.

You should export your DETAIL data so that the file looks like this:

In a comma delimited format "Artspace", "123 Main St", "Anahiem", "AK", "99072", "02", "ABC123XYZ987", "15", "14", "14", "11", "99", 5500, 180, 24, "0103", "G", 5000, 3886, 3886, 13831, 15062, 3020, 3886, 0,0, "ID855" "Ctr for Children", "52 Maple Ave", "Anahiem", "AK", "99401", "9211", "02", "ABC123XYZ987", "25", "14", "12", "20", "01", 95, 18, 9, "01", "Y", 677, 525, 525, 1554, 1810, 256, 225, 300, 0, "Y1077"

In a tab delimited format "Artspace" "123 Main St" "Anahiem" "AK" "99072" "7175" "02" "ABC123XYZ987" "15" "14" "14" "11" "99" 5500 180 240 "0103" "G" 5000 3886 3886 13831 15062 3020 3886 0 0 "ID855" "Ctr for Children" "52 Maple Ave" "Anahiem" "AK" "99401" "9211" "02" "ABC123XYZ987" "25" "14" "12" "20" "01" 95 18 9 "01" "Y" 677 525 525 1554 1810 256 225 300 0 "Y1077"

You should export your ACTIVITY LOCATION data so that the file looks like this:

In a comma delimited format "321 Elm St", "Anahiem", "AK", "99072", 35.973655,-75.183301,14, "ID855" "52 Maple Ave", "Anahiem", "AK", "99401", 32.011057,-72.48025,3, "Y1077"

In a tab delimited format "321 Elm St" "Anahiem" "AK""99072" "7175" 35.973655 -75.183301 14 "ID855" "52 Maole Ave" "Anahiem" "AK""99401" "9211" 32.011057 -72.48025 3 "Y1077"

If you have questions regarding these formats, please contact Kelly Liu at NASAA for assistance.

Attachment D



ATTACHMENT E OMB # 3135-0140 Expire 11/30/2025

Export Format of File--select one

ASCII tab delimited

Access

Excel Other:

ASCII text delimited (preferred)

Breve

SAA / RAO:

NEA Grant #:

Total # of grants/records in file:

Name of File:

Software used to produce the file:

List of fields IN THE EXACT ORDER in which they appear in the data file:

	FieldName	Type*	MaxLength		FieldName	Type*	MaxLength
1		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		21			
2				22		$\mathcal{O}$	
3				23		$\sim$	
4					× ×		
5				25	character, numeric, or		
6				26			
7				*Text	character, numeric, or	logical	
8				NC.	à.		
9				0,00			
10							
11				CS.			
12							
13a			Ult				
13b			2.0				
14			100				
15			5				
16		SIL					
17		215					
18	Ċ	Ŷ					
19	xS						
20	3						

Contact information for questions about the content or format of the data file:

Phone:

E-mail:

# NEA FINAL DESCRIPTIVE REPORT: PROJECT ACTIVITY LOCATION DATA SEQUENCING FORM

**ATTACHMENT E** OMB # 3135-0140 Expire 11/30/2025

Export Format of File--select one

ASCII tab delimited

Access

Excel Other:

ASCII text delimited (preferred)

22-23-184-6

SAA / RAO:

NEA Grant #:

Total # of locations/records in file:

Name of File:

Software used to produce the file:

List of fields IN THE EXACT ORDER in which they appear in the data file:

			-
	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			

\*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:

Name:

Title:

Phone:

E-mail:

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# "Cheat Sheet" for FY2023 and later Final Descriptive Report Codes

# **ATTACHMENT F**

#### **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 35 Web Site/Internet Development 36 Broadcasting 37 Public Art/Percent for Art 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 & Project;** & optional sub-disciplines) 01 Dance А Ballet Ethnic/Jazz в С Modern 02 Music Α Band В Chamber Choral С D New Е Ethnic F Jazz G Popular Н Solo/Recital Ι Orchestral 03 Opera/Musical Theatre А Opera в Musical Theatre 04 Theatre Α General Mime в D Puppet Е Theatre for Young Audiences F Storytelling 05 Visual Arts Experimental Α В Graphics D Painting F Sculpture 06 Design Arts Α Architecture В Fashion Graphic С D Industrial Е Interior F Landscape Architecture G Urban/Metropolitan 07 Crafts А Clay Fiber В Glass С D Leather Е Metal F Paper Plastic G Н Wood Ι Mixed Media 08 Photography 09 Media Arts Film А В Audio Video С Technology/Experimental D 10 Literature А Fiction Non-Fiction В

- Playwriting C
- Poetry D

## **Disciplines** (Continued)

- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
  - А Folk/Traditional Dance
  - Folk/Traditional Music В
  - С Folk/Traditional Crafts & Visual Arts
  - D Oral Traditions (include folk/traditional

storytelling)

- 13 Humanities
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

#### Arts Education

- 01 50% or more of funded activities are arts education
- 02 Less than 50% of funded activities are arts education
- 99 None of this project involves arts education

### **Population Benefited by Age**

- 01 Children/Youth (0-18 years)
- 02 Young Adults (19-24 years)
- 03 Adults (25-64 years)
- 04 Older Adults (65+ years)
- 09 No single age group listed above made up more than 25% of the population directly benefitted.

### **Population Benefited by Distinct Groups**

- D Individuals with Disabilities
- I Individuals in Institutions
- P Individuals below the Poverty line
- E Individuals with limited English proficiency
- M Military veterans/Active duty personnel
- Y Youth at risk
- G No single distinct group listed above made up more than 25% of the population directly benefitted