**NEA QUESTIONS GUIDE – APPLICANT SUPPORT**

The South Dakota Arts Council is required to collect specific information from all grant applicant for the purpose of reporting to the National Endowment for the Arts (NEA). Here you will find itemized descriptions of terms and definitions needed in collecting information from constituents. Use the links within this document for responses to the information requested and/or questions provided. This document covers the following sections of the application:

**Applicant Information (GOSmart Profile Questions) - Descriptions of terms**

**Artists, select *"Individual"* in response to the question, "Please choose the type of profile you are creating:"**

**Applicant Information (GOSmart Profile Questions) - Descriptions of terms**
*The information provided follows the order the questions appear in the application.*

1. **PRIMARY CONTACT INFORMATION**
   Provide name, title, and contact information for the person responsible for overseeing the administration of the grant or proposed project. All grant documentation and correspondence will begin with this contact person.

2. **APPLICANT INFORMATION** (Applicants will respond to the following questions in this section)

**SALUTATION** – Preferred title (Dr., Mr., etc.). (Not required)

**FIRST NAME** – First name of applicant.

**MIDDLE INITIAL** – Middle initial of applicant. (Not required)

**LAST NAME** – Last name of applicant.

**PHONE** – Applicant phone.

**EMAIL** – Applicant email. (Email will be used to recover account if needed.)

**CONFIRM EMAIL** – Confirm applicant email.

**USERNAME** – Username for GoSmart system.

**PASSWORD** – Password for GoSmart system.

**CONFIRM PASSWORD** – Confirm password for GoSmart system.

**LEGAL NAME** - The name of the constituent, either organization or individual. Generally, this is the name under which applications are accepted and/or checks issued.

**DATE OF 501(c)3 INCORPORATION** – NOT APPLICABLE. LEAVE AS SET.

**ADDRESS** - Street address or rural route number of applicant's business address.

**CITY** - From the applicant's business address.

**POSTAL CODE** - Five-digit ZIP code from the applicant's business address.

**ARTIST DESCRIPTION**– SELECT ONE option to describe the legal status of the applicant.

**APPLICANT DISCIPLINE** – SELECT ONE option to that best describes the organization's primary area of work in the arts.

**STATE HOUSE DISTRICT/STATE SENATE DISTRICT** – search by address online at https://sdlegislature.gov/Legislators/Find

**WEB ADDRESS** – Do not include the http, provide organization web address only.

**APPLICANT STATUS** – **SELECT ONE** from the options below to describe the legal status of the applicant.
- Individual - Artist: One who creates, performs, or interprets works of art.
- Individual - Non-artist: Include technical consultants.
- None of the above.

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**APPLICANT/PROJECT DISCIPLINE** – **SELECT ONE** from the options below that best describes the organization's primary area of work in the arts.
- Dance: Include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime. See Theatre for mime.
- Music: Include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital, and orchestral.
- Opera/Music Theatre: Include opera and musical theater.
- Theatre: Include theatre general, mime, puppet, theatre for young audiences, and storytelling as performance.
- Visual Arts: Include experimental, graphics, painting, and sculpture.
- Design Arts: Include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.
- Crafts: Include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media.
- Photography: Include holography.
- Media Arts: Include film, audio, video, and work created using technology or experimental digital media.
- Literature: Include fiction, non-fiction, playwriting, and poetry.
- Interdisciplinary: Pertaining to art forms/artworks that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art. Do not include Multidisciplinary work, described below in Multidisciplinary.
- Folk/Traditional Arts: Pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups.
- Humanities: Pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religion, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.
- Multidisciplinary: Pertains to grants (including general operating support) that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of Multidisciplinary. Do not include "interdisciplinary" activities or events; see code Interdisciplinary.
- Non-arts/Non-humanities: Use this code for projects that do not have the arts as their primary mission (e.g., social service organizations, civic groups, technical consultants or banks).

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**PROJECT DESCRIPTORS** – This data point is no longer collected, please select "None of the Above"

**AMOUNT REQUESTED** - Amount requested in support of this project. Please include whole dollars amounts based on the funding levels provided.


*Descriptions of terms*

**TYPE OF ACTIVITY** – **SELECT ONE** option that best describes the activities of the project. If you are applying for general support, please select the option that best describes the organization's general work in the arts.
- Acquisition: Expenses for additions to a collection.
- Audience Services: (E.g., ticket subsidies, busing senior citizens to an arts event.)
- Award/Fellowship: (E.g., to individuals.)
- Creation of a Work of Art: Include commissions.
- Concert/Performance/Reading: Include production development.
- Exhibition: Include visual arts, film, video, and exhibition development.
- Facility Construction, Maintenance, Renovation: Note: design is 04 - Creation of a Work of Art.
- Fair/Festival
- Identification/Documentation: For archival, educational, and other purposes.
- Institution/Organization Establishment: For creation or development of a new institution/organization.
- Institution/Organization Support: General operational support.
- Arts Instruction: Include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.
- Marketing
- Professional Support - Administrative
- Professional Support - Artistic
- Recording/Filming/Taping: Do not include creating art works or identification/documentation for archival or educational purposes; see 04 and 09.
- Publication: (E.g., manuals, books).
- Repair/Restoration/Conservation
- Research/Planning: Include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies.
- School Residency: Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.
- Other Residency: Artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.
- Seminar/Conference
- Equipment Purchase/Lease/Rental
- Distribution of Art: (E.g., films, books, prints).
- Apprenticeship/Internship
- Regranting
- Translation
- Writing about Art: Include criticism.
- Professional Development/Training: Activities enhancing career advancement.
- Student Assessment: The measurement of student progress toward learning objectives. Not to be used for program evaluation.
- Curriculum Development/Implementation: Include the design, implementation, and distribution of instructional materials, methods, evaluation criteria, goals, and objectives.
- Stabilization/Endowment/Challenge: Grant funds used to reduce debt, contribute to endowments, build cash reserves, or enhance funding leverage or stabilization.
- Building Public Awareness: Activities designed to increase public understanding of the arts or to build public support for the arts.

- Technical Assistance: With technical/administrative functions.
- Website/Internet Development: Include the creation or expansion of existing websites (or sections of websites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.
- Broadcasting: Include broadcasts via television, cable, radio, the web, or other digital networks.
- Public Art/Percent for Art

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