

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](#)
[Projected Outcomes - Descriptions of terms](#)

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)

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 - (Initial Filing Date is included on your Business Entity Detail found online at <https://sosenterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx>)

FEIN/TAX ID (search for your Organization Name online at <https://apps.irs.gov/app/eos/>)

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.

ORGANIZATION TYPE – SELECT ONE option to describe the specific type of organization receiving funds.

APPLICANT STATUS– 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>

DATE ORGANIZATION FORMED - You may refer to the “Initial Filing Date” included on your Business Entity Detail found online at <https://sosenterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx>)

MISSION STATEMENT – Organization’s mission statement. This field does not accept or reflect formatting that includes bullets, numbered lists, or hard returns. (Maximum Characters: 1,600)

ORGANIZATION HISTORY – Brief history of the organization. This field does not accept or reflect formatting that includes bullets, numbered lists, or hard returns. (Maximum Characters: 1,600)

DUNS NUMBER - To retrieve your DUNS number please visit <https://www.dnb.com/duns-number.html>

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

ORGANIZATION TYPE – SELECT ONE from the options below to describe the specific type of organization receiving funds.

- Performing Group: Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
- Performing Group - College/University: A group of college or university students who perform works of art.
- Performing Group - Community: A group of persons who perform works of art vocationally and who may be but are not necessarily directed by professionals.
- Performing Group for Youth: A group which may but does not necessarily include children who perform works of art for young audiences.
- Performance Facility: A building or space used for presenting concerts, drama presentations, etc.
- Museum - Art: An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.
- Museum - Other: An organization essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule (e.g., non-arts organizations such as historical, agricultural, scientific, industrial, and anthropological museums; zoos; aquariums; and arboretums).
- Gallery/Exhibition Space: An organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.
- Cinema: A motion picture theatre or organization which regularly shows films.
- Independent Press: A non-commercial publisher or printing press which issues small editions of literary and other works.
- Literary Magazine: A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
- Fair/Festival: A seasonal program of arts events.
- Arts Center: A multi-purpose facility for arts programming of various types.
- Arts Council/Agency: An organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs, and/or funding within a specific geographic area (e.g., county, state, local).
- 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.
- Union/Professional Association: Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
- School District: A geographic unit within a state comprised of member schools within that area as defined by the state government.
- School - Parent-Teacher Association: An organization composed of school parents who work with local schoolteachers and administrators.
- School - Elementary: Also called a grammar school.
- School - Middle: Also called a junior high school.
- School - Secondary: Also called a senior high school.
- School - Vocational/Technical: Trade school (e.g., school for secretarial, business, computer training).
- Other School: Non-arts schools not included previously.
- College/University: Include state-supported colleges and universities, privately supported colleges and universities, junior colleges, and community colleges.
- Library
- Historical Society/Commission: A historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.
- 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).

- Foundation: An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).
- Corporation/Business: A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
- 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. (See also Social Service Organization.)
- Correctional Institution: A prison, penitentiary, reformatory, etc.
- Health Care Facility: A hospital, nursing home, clinic, etc.
- Religious Organization: A church, synagogue, etc.
- Seniors' Center: A facility or organization offering programs, care or services for people age and over.
- Parks and Recreation: Usually a municipal agency which provides a wide variety of experiences for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays, and participatory activities (e.g., ceramics, macramé, and other crafts).
- Government - Executive: The administrative branch of the government, federal, state, county, local, or tribal. Include grants to municipalities.
- Government - Judicial: Judges and courts of law.
- Government - Legislative (House): The representative body of government (commonly the House of Representatives) creating statutes/laws (include representatives and related others, such as legislative research personnel).
- Government - Legislative (Senate): The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and related others, such as legislative research personnel).
- Media - Periodical: A periodical publication (include magazines, journals, newsletters, etc.; do not include daily or weekly newspapers).
- Media - Daily Newspaper
- Media - Weekly Newspaper
- Media - Radio
- Media - Television
- 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).
- 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.
- 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).
- 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. See also Community Service Organization).
- Child Care Provider: An organization providing childcare.

[>>>BACK TO QUESTION<<<](#)

APPLICANT STATUS – SELECT ONE from the options below to describe the legal status of the applicant.

- Organization - Nonprofit: Not engaged in profit-making activities (i.e., no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses).
- Organization - Profit: Engaged in profit-making activities (i.e., income or assets do not inure to the benefit of directors, officers, employees, or stockholders).
- Government - Federal: A unit of or individual associated with the federal government.
- Government - State: A unit of or individual associated with the state government.
- Government - Regional: A unit of or individual associated with sub-state regional government.
- Government - County: A unit of or individual associated with county government.
- Government - Municipal: A unit of or individual associated with municipal government.

- Government - Tribal: The governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

[>>>BACK TO QUESTION<<<](#)

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).

[>>>BACK TO QUESTION<<<](#)

Projected Outcomes - Descriptions of terms

The information provided follows the order the questions appear in the application. To the best of your ability, please describe the projected audience that will directly engage with or directly benefit from this grant proposal. If you are applying for general support, please describe the projected audience that will directly engage with or directly benefit from the organization's work in the arts. These responses should refer to populations reached directly and not include those reached through broadcasts or online programming.

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.

PROJECT DISCIPLINE – **SELECT ONE** option that best describes the discipline of funded activity/project. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award. If you are applying for general support, please select the option that best describes the organization's general work in the arts.

% OF ARTS EDUCATION – **SELECT ONE** option to designate certain projects as arts education, according to the following definition: **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. If the proposed project does not meet the definition of arts education as stated above, select "None of this project involves arts education."

NEA PRIMARY STRATEGIC OUTCOME – **SELECT ONE** option that best describes the PRIMARY strategic outcome associated with this grant proposal.

TOTAL ADULTS ENGAGED IN PERSON - How many adults (age 18 and older) do you believe will directly engage with/benefit from this grant proposal? Your projected adult audience may include attendance at any type of activity in which people are directly involved with you as the artist or with your art. If you believe you are the only adult who will directly benefit from this grant proposal, please indicate so by submitting "1".

ARTISTS DIRECTLY INVOLVED - How many artists will be directly involved in providing the artistic services identified in this grant proposal? If you are applying as an artist and believe you are the only artist who will directly benefit from this grant proposal, please include yourself and indicate so by submitting "1".

YOUTH (UNDER AGE 18) ENGAGED IN PERSON - How many youth (under age 18) do you believe will directly engage with/benefit from this grant proposal? Your projected youth audience may include attendance at any type of activity in which people are directly involved with you as the artist or with your art. If you believe you are the only person who will directly benefit from this grant proposal, please indicate so by submitting "0".

POPULATIONS BENEFITED BY RACE - Do you believe your grant proposal will directly engage/benefit specific groups of people? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant activities. If you believe you are the only person who will directly benefit from this grant proposal, please select the option that best reflects your race/ethnicity.

POPULATIONS BENEFITED BY AGE - Do you believe your grant proposal will directly engage/benefit people from specific age groups? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant activities. If you believe you are the only person who will directly benefit from this grant proposal, please select the option that best reflects your age.

POPULATIONS BENEFITED BY DISTINCT GROUPS - Do you believe your grant proposal will directly engage/benefit specific groups of people? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant proposal. If you believe you are the only person who will directly benefit from this grant proposal, please select the option the best reflects your identity. If you do not personally identify with ANY of these groups listed, please select "No single distinct group made up more than 25% of the population directly benefited."

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.

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

[>>>BACK TO QUESTION<<<](#)

% OF ARTS EDUCATION – SELECT ONE option to designate certain projects as arts education, according to the following definition: **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. If the proposed project does not meet the definition of arts education as stated above, select “None of this project involves arts education.”

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

[>>>BACK TO QUESTION<<<](#)

NEA PRIMARY STRATEGIC OUTCOME – SELECT ONE option that best describes the PRIMARY strategic outcome associated with this grant proposal.

- Creation: The portfolio of American art is expanded.
- Engagement: Americans throughout the nation experience art.
- Learning: Americans of all ages acquire knowledge or skills in the arts.
- Livability: American communities are strengthened through the arts.
- Understanding: Public knowledge and understanding about the contributions of the arts are enhanced.

[>>>BACK TO QUESTION<<<](#)

POPULATIONS BENEFITED BY RACE - Do you believe your grant proposal will directly engage/benefit specific groups of people? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant activities. If you believe you are the only person who will directly benefit from this grant proposal, please select the option that best reflects your race/ethnicity.

- Asian
- Black/African American
- Hispanic/Latino
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- White
- No single racial/ethnic group made up more than 25% of the population directly benefited.

[>>>BACK TO QUESTION<<<](#)

POPULATIONS BENEFITED BY AGE - Do you believe your grant proposal will directly engage/benefit people from specific age groups? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant activities. If you believe you are the only person who will directly benefit from this grant proposal, please select the option that best reflects your age.

- Children/Youth (0-18 years)
- Young Adults (19-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)
- No single age group made up more than 25% of the population directly benefited.

[>>>BACK TO QUESTION<<<](#)

POPULATIONS BENEFITED BY DISTINCT GROUPS - Do you believe your grant proposal will directly engage/benefit specific groups of people? If so, please select all the categories that, by your best estimate, will make up 25% or more of the people who will directly engage with your grant proposal. If you believe you are the only person who will directly benefit from this grant proposal, please select the option the best reflects your identity. If you do not personally identify with ANY of these groups listed, please select “No single distinct group made up more than 25% of the population directly benefited.”

- Individuals with Disabilities
- Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- Individuals below the Poverty Line

- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- No single distinct group made up more than 25% of the population directly benefited.

[>>>BACK TO QUESTION<<<](#)