

“Cheat Sheet” for Grant Codes

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
 - 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
 - A General
 - B Mime
 - D Puppet
 - E Theatre for Young Audiences
 - F Storytelling
- 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
 - D Technology/Experimental
- 10 Literature
 - A Fiction
 - B Non-Fiction
 - C Playwriting
 - D Poetry

Disciplines (Continued)

- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
 - A Folk/Traditional Dance
 - B Folk/Traditional Music
 - C 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

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). **ON THE FOLLOWING PAGES** 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.

Updated 12/05/2023

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 STATUS – SELECT ONE option to describe the legal status of the applicant.

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

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

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.”

ALL ORGANIZATIONS must have a Unique Entity Identifier (UEI) from the System for Award Management (SAM) to apply. Should a grant be made, organizations must maintain an active SAM registration throughout your grant cycle (July 1 – June 30). The Unique Entity ID is a 12character alphanumeric ID assigned to an entity by SAM.gov.

[\[https://sam.gov/content/duns-uei\]](https://sam.gov/content/duns-uei)

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

CODES AND CHOICES FOLLOW:

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

- 01 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).
- 02 Organization - Profit: Engaged in profit-making activities (i.e., income or assets do not inure to the benefit of directors, officers, employees, or stockholders).
- 03 Government - Federal: A unit of or individual associated with the federal government.
- 04 Government - State: A unit of or individual associated with the state government.
- 05 Government - Regional: A unit of or individual associated with sub-state regional government.
- 06 Government - County: A unit of or individual associated with county government.
- 07 Government - Municipal: A unit of or individual associated with municipal government.
- 08 Government - Tribal: The governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

>>>BACK TO QUESTION<<<

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

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group: Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
- 04 Performing Group - College/University: A group of college or university students who perform works of art.
- 05 Performing Group - Community: A group of persons who perform works of art vocationally and who may be but are not necessarily directed by professionals.
- 06 Performing Group for Youth: A group which may but does not necessarily include children who perform works of art for young audiences.
- 07 Performance Facility: A building or space used for presenting concerts, drama presentations, etc.
- 08 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.
- 09 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).
- 010 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.
- 011 Cinema: A motion picture theatre or organization which regularly shows films.
- 012 Independent Press: A non-commercial publisher or printing press which issues small editions of literary and other works.
- 013 Literary Magazine: A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
- 014 Fair/Festival: A seasonal program of arts events.
- 015 Arts Center: A multi-purpose facility for arts programming of various types.
- 016 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).
- 017 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.
- 018 Union/Professional Association: Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
- 019 School District: A geographic unit within a state comprised of member schools within that area as defined by the state government.
- 020 School - Parent-Teacher Association: An organization composed of school parents who work with local schoolteachers and administrators.
- 021 School - Elementary: Also called a grammar school.
- 022 School - Middle: Also called a junior high school.
- 023 School - Secondary: Also called a senior high school.
- 024 School - Vocational/Technical: Trade school (e.g., school for secretarial, business, computer training).
- 025 Other School: Non-arts schools not included previously.
- 026 College/University: Include state-supported colleges and universities, privately supported colleges and universities, junior colleges, and community colleges.
- 027 Library
- 028 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.
- 029 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).
- 030 Foundation: An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).

- 031 Corporation/Business: A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
- 032 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.)
- 033 Correctional Institution: A prison, penitentiary, reformatory, etc.
- 034 Health Care Facility: A hospital, nursing home, clinic, etc.
- 035 Religious Organization: A church, synagogue, etc.
- 036 Seniors' Center: A facility or organization offering programs, care or services for people age and over.
- 037 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).
- 038 Government - Executive: The administrative branch of the government, federal, state, county, local, or tribal. Include grants to municipalities.
- 039 Government - Judicial: Judges and courts of law.
- 040 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).
- 041 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).
- 042 Media - Periodical: A periodical publication (include magazines, journals, newsletters, etc.; do not include daily or weekly newspapers).
- 043 Media - Daily Newspaper
- 044 Media - Weekly Newspaper
- 045 Media - Radio
- 046 Media - Television
- 047 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).
- 048 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.
- 049 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).
- 050 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).
- 051 Child Care Provider: An organization providing childcare.

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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.

- 01 Dance: Include ballet, ethnic/jazz-folk-inspired, and modern; do not include mime. See Theatre for mime.
- 02 Music: Include band, chamber, choral, new, ethnic folk inspired, jazz, popular, solo/recital, and orchestral.
- 03 Opera/Music Theatre: Include opera and musical theater.
- 04 Theatre: Include theatre general, mime, puppet, theatre for young audiences, and storytelling as performance.
- 05 Visual Arts: Include experimental, graphics, painting, and sculpture.
- 06 Design Arts: Include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan.
- 07 Crafts: Include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media.
- 08 Photography: Include holography.
- 09 Media Arts: Include film, audio, video, and work created using technology or experimental digital media.
- 010 Literature: Include fiction, non-fiction, playwriting, and poetry.
- 011 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.

012 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.

013 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.

014 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.

015 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<<<](#)

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.

01 Acquisition: Expenses for additions to a collection.

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, video, and exhibition development.

07 Facility Construction, Maintenance, Renovation: Note: design is 04 - Creation of a Work of Art.

08 Fair/Festival

09 Identification/Documentation: For archival, educational, and other purposes.

010 Institution/Organization Establishment: For creation or development of a new institution/organization.

011 Institution/Organization Support: General operational support.

012 Arts Instruction: Include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.

013 Marketing

014 Professional Support - Administrative

015 Professional Support - Artistic

016 Recording/Filming/Taping: Do not include creating art works or identification/documentation for archival or educational purposes; see 04 and 09.

017 Publication: (E.g., manuals, books).

018 Repair/Restoration/Conservation

019 Research/Planning: Include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies.

020 School Residency: Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.

021 Other Residency: Artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.

022 Seminar/Conference

023 Equipment Purchase/Lease/Rental

024 Distribution of Art: (E.g., films, books, prints).

025 Apprenticeship/Internship

026 Regranting

027 Translation

028 Writing about Art: Include criticism.

- 029 Professional Development/Training: Activities enhancing career advancement.
- 030 Student Assessment: The measurement of student progress toward learning objectives. Not to be used for program evaluation.
- 031 Curriculum Development/Implementation: Include the design, implementation, and distribution of instructional materials, methods, evaluation criteria, goals, and objectives.
- 032 Stabilization/Endowment/Challenge: Grant funds used to reduce debt, contribute to endowments, build cash reserves, or enhance funding leverage or stabilization.
- 033 Building Public Awareness: Activities designed to increase public understanding of the arts or to build public support for the arts.
- 034 Technical Assistance: With technical/administrative functions.
- 035 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.
- 036 Broadcasting: Include broadcasts via television, cable, radio, the web, or other digital networks.
- 037 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.”

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

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