

**Use the information in this document to complete the descriptive fields in the Profile and Demographics sections of the Kentucky Arts Partnership grant application**

## **I. DATA FIELDS DESCRIPTIVE OF THE APPLICANT OR GRANTEE**

### **APPLICANT NAME**

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

### **APPLICANT ADDRESS**

Street address or Rural Route Number of applicant. Provide mailing address only if street address is not currently being collected.

### **APPLICANT CITY**

From the applicant's business address.

### **APPLICANT STATE**

Two-character state abbreviation.

### **APPLICANT ZIP CODE**

Five-digit ZIP code for address of Applicant Name.

### **APPLICANT STATUS**

Use the codes below to describe the legal status of the applicant.

**01 Individual:** A person, not an organization.

**02 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).

**03 Organization - Profit:** Engaged in profit-making activities (i.e., income or assets do not inure to the benefit of directors, officers, employees, or stockholders).

**04 Government - Federal:** A unit of or individual associated with the federal government.

**05 Government - State:** A unit of or individual associated with the state government.

**06 Government - Regional:** A unit of or individual associated with sub-state regional government.

**07 Government - County:** A unit of or individual associated with county government.

**08 Government - Municipal:** A unit of or individual associated with municipal government.

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

**99 None of the above**

### **APPLICANT INSTITUTION**

Use the codes below to describe the specific type of organization or person receiving funds.

**01 Individual - Artist:** One who creates, performs, or interprets works of art.

**02 Individual - Non-artist:** Include technical consultants.

**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).

**10 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.

**11 Cinema:** A motion picture theatre or organization which regularly shows films.

**12 Independent Press:** A non-commercial publisher or printing press which issues small editions of literary and other works.

**13 Literary Magazine:** A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.

**14 Fair/Festival:** A seasonal program of arts events.

**15 Arts Center:** A multi-purpose facility for arts programming of various types.

**16 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).

**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:** A geographic unit within a state comprised of member schools within that area as defined by the state government.

**20 School - Parent-Teacher Association:** An organization composed of school parents who work with local school teachers and administrators.

**21 School - Elementary:** Also called a grammar school.

- 22 School - Middle:** Also called a junior high school.
- 23 School - Secondary:** Also called a senior high school.
- 24 School - Vocational/Technical:** Trade school (e.g., school for secretarial, business, computer training).
- 25 Other School:** Non-arts schools not included in codes 19-24, 26 or 48.
- 26 College/University:** Include state-supported colleges and universities, privately supported colleges and universities, junior colleges, and community colleges.
- 27 Library**
- 28 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.
- 29 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).
- 30 Foundation:** An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).
- 31 Corporation/Business:** A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
- 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. (See also code 50 - Social Service Organization.)
- 33 Correctional Institution:** A prison, penitentiary, reformatory, etc.
- 34 Health Care Facility:** A hospital, nursing home, clinic, etc.
- 35 Religious Organization:** A church, synagogue, etc.
- 36 Seniors' Center:** A facility or organization offering programs, care or services for people age 65 and over.
- 37 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).
- 38 Government - Executive:** The administrative branch of the government, federal, state, county, local, or tribal. Include grants to municipalities.
- 39 Government - Judicial:** Judges and courts of law.
- 40 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).
- 41 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).

**42 Media - Periodical:** A periodical publication (include magazines, journals, newsletters, etc.; do not include daily or weekly newspapers).

**43 Media - Daily Newspaper**

**44 Media - Weekly Newspaper**

**45 Media - Radio**

**46 Media - Television**

**47 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).

**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. See also code 32 - Community Service Organization).

**51 Child Care Provider:** An organization providing child care.

**99 None of the above**

### **APPLICANT DISCIPLINE**

Select the primary numeric code that best describes the main art form of the applicant. Use of supplemental letters (e.g., 01A or 01B) is encouraged, but optional.

Note: Applicant Discipline codes are identical to Project Discipline codes.

**01 Dance:** Do not include mime; see 04 Theatre for mime.

**A Ballet**

**B Ethnic/Jazz:** Include folk-inspired; see 12 Folk/Traditional Arts.

**C Modern**

**02 Music**

**A Band:** Do not include jazz or popular.

**B Chamber:** Include only music for one musician to a part.

**C Choral**

**D New:** Include experimental, electronic.

**E Ethnic:** Include folk-inspired; see 12 Folk/Traditional Arts.

**F Jazz**

**G Popular:** Include rock.

**H Solo/Recital**

**I Orchestral:** Include symphonic and chamber orchestra.

**03 Opera/Music Theatre**

**A Opera**

**B Musical theatre**

**04 Theatre**

**A Theatre-General:** Include classical, contemporary, experimental.

- B Mime**
- D Puppet**
- E Theatre for young audiences**
- F Storytelling:** Folk/traditional storytelling should be coded as 12D.

#### **05 Visual Arts**

- A Experimental:** Include conceptual, new media, new approaches.
- B Graphics:** Include printmaking and book arts; do not include graphic design; see 06 Design Arts for graphic design.
- D Painting:** Include watercolor.
- 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:** Include holography.

#### **09 Media Arts**

- A Film**
- B Audio:** Include radio, sound installations.
- C Video**
- D Technology/Experimental:** Include work created using computer or other digital or experimental media as the primary expressive vehicle.

#### **10 Literature**

- A Fiction**
- B Non-Fiction**
- C Playwriting**
- D Poetry**

**11 Interdisciplinary:** Pertaining to art forms/art works 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.

**12 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. For dance, music, and crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other

folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12.

**A Folk/Traditional Dance**

**B Folk/Traditional Music**

**C Folk/Traditional Crafts and Visual Arts**

**D Oral Traditions:** Include folk/traditional storytelling.

**TIP:** Do not include folk-inspired forms. (I.e., interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.)

**13 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.

**14 Multidisciplinary:** Pertaining to grants that include activities in more than one discipline (e.g., general operating support for organizations sponsoring a variety of projects in different discipline areas). Used when the majority of activities funded by the grant cannot be attributed to a single discipline. Distinguish from code 11, Interdisciplinary.

**15 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).

## II. DATA FIELDS DESCRIPTIVE OF THE PROJECT

### NEA PRIMARY STRATEGIC OUTCOME

Choose one code that best describes the PRIMARY strategic outcome associated with the award.

**A Creation:** The portfolio of American art is expanded.

**B Engagement:** Americans throughout the nation experience art.

**C Learning:** Americans of all ages acquire knowledge or skills in the arts.

**D Livability:** American communities are strengthened through the arts.

**E Understanding:** Public knowledge and understanding about the contributions of the arts are enhanced.

### PROJECT DISCIPLINE

Select the primary numeric code that best describes the art form of the funded project. (This code may differ from Applicant Discipline.) Use of supplemental letters (e.g., 01A or 01B) is encouraged, but optional. If funded activities are of a technical assistance or service nature, use the arts discipline that will benefit from the award.

Note: Project Discipline codes are identical to Applicant Discipline codes.

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**A Ballet**

**B Ethnic/Jazz:** Include folk-inspired; see 12 Folk/Traditional Arts.  
**C Modern**

**02 Music**

**A Band:** Do not include jazz or popular.  
**B Chamber:** Include only music for one musician to a part.  
**C Choral**  
**D New:** Include experimental, electronic.  
**E Ethnic:** Include folk-inspired; see 12 Folk/Traditional Arts.  
**F Jazz**  
**G Popular:** Include rock.  
**H Solo/Recital**  
**I Orchestral:** Include symphonic and chamber orchestra.

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**A Opera**  
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**A Theatre-General:** Include classical, contemporary, experimental.  
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**B Graphics:** Include printmaking and book arts; do not include graphic design; see 06 Design Arts for graphic design.  
**D Painting:** Include watercolor.  
**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**  
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**G Plastic**  
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**14 Multidisciplinary:** Pertaining to grants that include activities in more than one discipline (e.g., general operating support for organizations sponsoring a variety of projects in different discipline areas). Used when the majority of activities funded by the grant cannot be attributed to a single discipline. Distinguish from code 11, Interdisciplinary.

**15 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).

**TYPE OF ACTIVITY**

Select the code that best describes the activities of the project.

**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.
- 10 Institution/Organization Establishment:** For creation or development of a new institution/organization.
- 11 Institution/Organization Support:** General operational 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:** Do not include creating art works or identification/documentation for archival or educational purposes; see 04 and 09.
- 17 Publication:** (E.g., manuals, books).
- 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 Purchase/Lease/Rental**
- 24 Distribution of Art:** (E.g., films, books, prints).
- 25 Apprenticeship/Internship**
- 26 Regranting**
- 27 Translation**
- 28 Writing about Art:** Include criticism.
- 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.

**35 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.

**36 Broadcasting:** Include broadcasts via television, cable, radio, the web, or other digital networks.

**37 Public Art/Percent for Art**

**99 None of the above**

## **ARTS EDUCATION**

Use this field 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. Choose the one item which best describes the funded activities.

**01 50% or more of the funded activities are arts education**

**02 Less than 50% of the funded activities are arts education**

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

**TIP:** 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.

## **III. DATA FIELDS DESCRIPTIVE OF THE POPULATIONS BENEFITING**

### **ADULTS ENGAGED IN PERSON**

Number of adults (ages 18 and over) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. **Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.**

### **CHILDREN/YOUTHS ENGAGED IN PERSON**

Number of children/youths (under age 18) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. **Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual**

**audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.**

### **ARTISTS DIRECTLY INVOLVED**

Number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists were directly involved in providing artistic services, enter 0.

### **POPULATION BENEFITED BY RACE / ETHNICITY**

Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming.

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

### **POPULATION BENEFITED BY AGE**

Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming.

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

### **POPULATION BENEFITED BY DISTINCT GROUPS**

Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming.

- D** Individuals with Disabilities
- I** Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- 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 made up more than 25% of the population directly benefited.