NAC’s Guide to Final Report Definitions and Coding

Table of Contents
1. Applicant Status
2. DUNS Number
3. Applicant Institution
4. Applicant/Project Discipline
5. NEA Primary Strategic Outcome
6. Type of Activity
7. Arts Education
8. Populations Benefiting
9. Activity Location
10. Additional Information

1. Applicant Status
Use these descriptors to describe the legal status of the applicant.

Individual: A person, not an organization.

Organization – Nonprofit: Not engage in profit-making activities (i.e., no part of the income or assets inure\(^1\) 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

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\(^2\): 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

None of the Above

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\(^1\) inure: to become of advantage

\(^2\) Municipal: of or relating to a city or town
2. DUNS Number
DUNS number of organization grantees. Grantees who are individuals are exempted from this requirement.

The DUNS number can be obtained for free at dnb.com. For directions on obtaining a DUNs number, please contact the Nevada Arts Council Grants Management Team at grants@nevadaculture.org or 775.687.6680.

The Data Universal Numbering System is a unique nine-character identification number. DUNS numbers are required of all Federal grant recipients and provided by the commercial company Dun & Bradstreet. The federal government uses the DUNS number to assess the economic impact of nonprofit organizations. The number also provides consistent name and address data for electronic grant applications.

Please note: if you are asked to enter credit card information or are told that you must pay, you are not in the right place. Please contact the NAC Grants Management Team for directions.

3. Applicant Institution
Use these descriptors to describe the specific type of organization or person receiving funds. This is a more detailed descriptor than the Applicant Status.

   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).

   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.

   Child Care Provider: An organization providing child care (not educational).

   Cinema: A motion picture theater or organization which regularly shows films.

   College/University: Include state-supported colleges and universities, privately supported colleges and universities, junior colleges, and community colleges.
**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)

**Corporation/Business**: A legal entity engaged in business or authorized to act with the rights and liabilities of a person.

**Correctional Institution**: A prison, penitentiary, reformatory, etc.

**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).

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

**Foundation**: An endowed organization which dispenses funds for designated philanthropic purposes (include charitable trusts and corporate foundations).

**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.

**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 statues/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).

**Health Care Facility**: A hospital, nursing home, clinic, etc.

**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).

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

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

**Individual – Non-artist**: Any other individuals, including technical consultants.

**Library**

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

**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**

**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).

**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).

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3 Humanities refers to academic disciplines that study human culture. They include ancient and modern languages, literature, philosophy, international relations, and musicology.
Performance Facility: A Building or space used for presenting concerts, drama presentations, etc.

Performing Group: Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).

Performing Group – College/University: 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.

Religious Organization: A church, synagogue, etc.

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 school teachers 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).

School - Other: Non-arts schools not included in any other descriptor.

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.

Seniors’ Center: A facility or organization offering programs, care or services for people age 65 and over.

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).
Union/Professional Association: Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists’ clubs, guilds, and societies.

None of the Above

4. Applicant/Project Discipline
For Applicant Discipline: select the primary[^1] item that describes the main art form of the applicant (individual or organization).

For Project Discipline: select the primary item that describes the main art form of the project.

**Dance:** Do not include mime; see Theatre for mime.
- Ballet
- Ethnic/Jazz: Include folk-inspired. (See also Folk/Traditional Arts)
- Modern

**Music**
- Band: Do not include jazz or popular.
- Chamber: Include only music for one musician to a part.
- Choral
- New: Include experimental, electronic.
- Ethnic: Include folk-inspired. (See also Folk/Traditional Arts)
- Jazz
- Popular: Include rock.
- Solo/Recital
- Orchestral: Include symphonic and chamber orchestra.

**Opera/Musical Theatre**
- Opera
- Musical Theatre

**Theatre**
- Theatre – General: Include classical, contemporary, experimental.
- Mime
- Puppet
- Theatre for young audiences
- Storytelling: Folk/Traditional storytelling should be included under

[^1]: Primary discipline – at least 50% of the applicant’s focus is this specific discipline
Folk/Traditional Arts

Visual Arts
  Experimental: Include conceptual, new media, new approaches.
  Graphics: Include printmaking and book arts; do not include graphic design. (See Design Arts for graphic design)
  Painting: Include watercolor.
  Sculpture

Design Arts
  Architecture
  Fashion
  Graphic
  Industrial
  Interior
  Landscape Architecture
  Urban/Metropolitan

Crafts
  Clay
  Fiber
  Glass
  Leather
  Metal
  Paper
  Plastic
  Wood
  Mixed Media

Photography: Include holography.

Media Arts
  Film
  Audio: Include radio, sound installations.
  Video
  Technology/Experimental: Include work created using computer or other digital or experimental media as the primary expressive vehicle.

Literature
  Fiction
  Non-Fiction
  Playwriting
  Poetry
**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.

**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 items below. 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 selection Folk/Traditional Arts. **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 ethnic dance or ethnic music).

- Folk/Traditional Dance
- Folk/Traditional Music
- Folk/Traditional Crafts and Visual Arts
- Oral Traditions: Include folk/traditional storytelling.

**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**: 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 Interdisciplinary.

**Non-Arts/Non-Humanities**: Use this code for the projects that do not have the arts as their primary mission (e.g., social service organizations, civic groups, technical consultants or banks).

### 5. NEA Primary Strategic Outcome

Choose one descriptor that best describes the PRIMARY (50% or more) strategic outcome associated with the grant funding.

- **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.

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### 6. Type of Activity
Select the descriptor that best describes the activities of the project.

- **Acquisition:** Expenses for additions to a collection.

- **Apprenticeship/Internship**

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

- **Audience Services:** For example, ticket subsidies, busing senior citizens to an arts event, etc.

- **Award/Fellowship:** For individuals only.

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

- **Building Public Awareness:** Activities designed to increase public understanding of the arts or to build public support for the arts.

- **Creation of a Work of Art:** Include commissions.

- **Concert/Performance/Reading:** Include production development.

- **Curriculum Development/Implementation:** Include the design, implementation, and distribution of instructional materials, methods, evaluation criteria, goals, and objectives.

- **Distribution of Art:** For example, films, books prints.

- **Equipment Purchase/Lease/Rental**

- **Exhibition:** Include visual arts, film, video, and exhibition development.

- **Facility Construction, Maintenance, Renovation:** Note: design of facility should be 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.

**Marketing:** Include preparation/printing and distribution.

**Professional Development/Training:** Activities enhancing career advancement.

**Professional Support – Administrative:** Do not include training/professional development. (See Professional Development)

**Professional Support – Artistic:** Do not include training/professional development. (See Professional Development)

**Public Art/Percent for Art**

**Publication:** For example, manuals, books, etc.

**Recording/Filming/Taping:** Do not include creating art works or identification/documentation for archival or educational purposes. (See Creation of a Work of Art and/or Identification/Documentation).

**Regranting**

**Repair/Restoration/Conservation**

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

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

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

**Seminar/Conference:** Do not include attendance at seminar/conference; include presentation only. (See Professional Development)

**Stabilization/Endowment/Challenge:** Grant funds used to reduce debt, contribute to endowments, build cash reserves, or enhance funding leverage or stabilization.
Student Assessment: The measurement of student progress toward learning objectives. Not to be used for program evaluation.

Technical Assistance: With technical/administrative functions.

Translation

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.

Writing about Art: Include criticism.

None of the Above

7. Arts Education
Arts Education is 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. Arts Education may include lectures, lecture/demonstrations, workshops, artist residencies, and other educational activities occurring in both schools and communities.

Choose the one item that best describes the funded activities.

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.

8. Populations Benefiting
Input the numbers of populations benefiting based on the following definitions:

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 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 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 online programming.

- **Asian**
- **Black/African American**
- **Hispanic/Latino**
- **American Indian/Alaska Native**
- **Native Hawaiian/Other Pacific Islander**
- **White**

**No single group**: 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 online programming.

- **Children/Youth** (0-18 years)
- **Young Adults** (19-24 years)
- **Adults** (25-64 years)
- **Older Adults** (65+ years)
No single group: 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 online programming.

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 group: No single distinct group made up more than 25% of the population directly benefited.

9. Activity Location Reporting

Activity Location Reporting is required for the following Types of Activities:

- Apprenticeship/Internship
- Arts Instruction
- Audience Services
- Building Public Awareness
- Creation of a Work of Art
- Concert/Performance/Reading
- Distribution of Art
- Exhibition
- Facility Construction, Maintenance, Renovation
- Fair/Festival
- Institution/Organization Establishment
- Professional Development/Training
- Public Art/Percent for Art
- Recording/Filming/Taping
- Repair/Restoration/Conservation
- Residency – School
- Residency – Other
- Seminar/Conference
- Technical Assistance
For each grant supported, report information about the location(s) at which activities took place if those activities occurred at a location different than the Applicant Address. When reporting Activity Locations, you may include either the full activity address information or the activity geographic location information (latitude and longitude).

**Venue Address:** Street address or Rural Route Number of the project activity. Provide mailing address only if street address is not available. For venues based at an individual’s personal address, skip to Venue State.

**Venue City:** City where the venue is located.

**Venue State:** State where the venue is located.

**Venue Zip:** Zip code for address of the venue. Leave this field blank if the venue is outside the United States.

**Number of Days on Which Activities Occurred:** Estimated number of days during the funded grant period on which activities occurred at this venue. For projects that involve a permanent installation, enter 999.

### 10. Additional Information

**Narrative Questions:** Just as in the application process, please fill these out completely and thoughtfully. We use your final report for much more than just to be filed; parts are extracted for future advocacy and publications. If you are unsure what type of answer we need, please call us!

**Budgets:** The budget forms require that you fill in your Actual Amounts and how your NAC Grant was used. If you get confused, please call us! It is easier to correct budgets prior to the Final Report deadline.

**Deadlines:** The Final Report for ALL grantees is due no later than July 15th of the following fiscal year. For example, Fiscal Year 2016 grants are due July 15, 2016. (FY16 finishes June 30, 2016.)

**Questions?** Please contact the Grants Management Team at grants@nevadaculture.org or 775.687.6680.