

## NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE DATA FORM

The Connecticut Office of the Arts (COA) receives funding from the National Endowment for the Arts (NEA). As a recipient of federal funds COA, and, in turn, its grant recipients are required to report specific information to the NEA to document grant activities. **Grantees are required to complete this form in its entirety.**

### Applicant Name:

### Applicant's DUNS Number (*required*):

To obtain a DUNS number, go to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>. *Not required for individuals.* For information on the Applicant Data Universal Numbering System (DUNS) or to look-up your entity's DUNS number, visit: [www.grants.gov](http://www.grants.gov).

### GRANTEE STATUS

Choose the one item which best describes the grantee.

#### Grantee status (*indicate 2-digit code*):

01 Individual	04 Government - Federal	07 Government - County	99 None of the above
02 Organization – Non-Profit	05 Government - State	08 Government - Municipal	
03 Organization - Profit	06 Government - Regional	09 Government - Tribal	

### GRANTEE INSTITUTION

Choose the one item which best describes the grantee.

#### Grantee institution (*indicate 2-digit code*):

01 Individual Artist	25 Other School
02 Individual Non-Artist	26 College/University
03 Performing Group	27 Library
04 Performing Group - College/University	28 Historical Society
05 Performing Group - Community (A group that performs vocationally; may or may not be professionally directed)	29 Humanities Council
06 Performing Group - Youth (A group, which <i>may</i> include children, that performs for young audiences)	30 Foundation
07 Performance Facility	31 Corporation
08 Museum - Art	32 Community Service Organization (Non-arts, e.g. youth centers, chambers of commerce, YMCA's)
09 Museum - Other	33 Correctional Institution
10 Gallery/Exhibition Space	34 Health Care Facility
11 Cinema	35 Religious Organization
12 Independent Press	36 Seniors' Center
13 Literary Magazine	37 Parks and Recreation
14 Fair/Festival	42 Media - Periodical
15 Arts Center (A multi-purpose facility for arts programming)	43 Media – Daily newspaper
16 Arts Council/Agency	44 Media – Weekly newspaper
17 Arts Service Organization (Service-related, e.g. arts education alliances; does not include presenters or producers of the arts)	45 Media - Radio

18 Union/Professional Association (Includes artist coalitions, professional associations, clubs, guilds and societies)	46 Media - Television
19 School District	47 Cultural Series Organization
20 Parent-Teacher Organization	48 School of the Arts (Has arts education as primary mission, e.g. magnet or community art schools, conservatories)
21 Elementary School	49 Arts Camp/Institute
22 Middle School	50 Social Service Organization
23 Secondary School	51 Child Care Provider
24 Vocational/Technical School	99 None of the Above

## GRANTEE DISCIPLINE

Choose the one item which best describes the grantee's primary area of work in the arts.

**Grantee Discipline (indicate 2-digit code):**

<b>01 Dance</b> – include ballet, ethnic/jazz-folk-inspired, and modern. Do not include mime (see “Theatre” 04 for mime)	<b>09 Media Arts</b> – include film, audio, video, and work created using technology or experimental digital media
<b>02 Music</b> – include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital and orchestral	<b>10 Literature</b> – include fiction, non-fiction, playwriting and poetry
<b>03 Opera/Music Theatre</b>	<b>11 Interdisciplinary</b> – 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). Includes performance art. Do not include multidisciplinary work, described below in 14.
<b>04 Theatre</b> – include theatre general, mime, puppet, theatre for young audiences and storytelling as performance	<b>12 Folklife/Traditional Arts</b> – pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively)
<b>05 Visual Arts</b> – include experimental, graphics, painting and sculpture	<b>13 Humanities</b> – pertaining to 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 services employing historical or philosophical approaches.
<b>06 Design Arts</b> – include architecture, fashion, graphic, industrial, interior, landscape architecture, and urban/metropolitan	<b>14 Multidisciplinary</b> – 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 Interdisciplinary, code 11.

<b>07 Crafts</b> – include clay, fiber, glass, leather, metal, paper, plastic, wood and mixed media	<b>15 Non-arts/Non-humanities</b> – none of the above
<b>08 Photography</b> – include holography	

## NEA PRIMARY STRATEGIC OUTCOME/OBJECTIVES

To fulfill the National Endowment for the Arts’ mission in its FY2014-2018, the NEA established the following strategic goals. Choose one item that best describes the PRIMARY strategic outcome associated with the award. A detailed description of these outcomes/objectives is provided at: <https://www.arts.gov/grants-organizations/art-works/objectives>

<b>A: Creation: The Portfolio of American Art in Expanded</b> – investing in projects dedicated to the creation of art that meets the highest standard of excellence.	<b>D: Livability: American Communities are Strengthened Through the Arts</b> – strengthening American communities by investing in projects that seek to improve the livability of places through the arts.
<b>B: Engagement: Americans Throughout the Nation Experience Art</b> – providing all Americans with opportunities for arts engagement by funding projects that create arts experiences.	<b>E: Promote Public Knowledge and Understanding about the Arts</b> - public knowledge and understanding about the contributions of the arts are enhanced. NEA’s outcome for understanding: evidence of the value and/or impact of the arts in expanded and promoted.
<b>C: Learning: Americans of All Ages Acquire Knowledge or Skills in the Arts</b> - enabling Americans of all ages to acquire knowledge or skills in the arts by funding projects that address lifelong learning in the arts.	<b>Note:</b> For a grantee reporting on general operating support, please select the NEA Strategic Outcome/Objective that is the most closely aligned with your organization’s mission.

## PROJECT DISCIPLINE

Choose the one item that best describes the discipline with which funded activities were involved. If funded activities were of a technical assistance or service nature, use the arts discipline that benefitted from the award.

**Project Discipline (indicate 2-digit code):**

<b>01 Dance</b> – include ballet, ethnic/jazz-folk-inspired, and modern. Do not include mime (see “Theatre” 04 for mime)	<b>09 Media Arts</b> – includes film, audio, video, and work created using technology or experimental digital media
<b>02 Music</b> – include band, chamber, choral, new, ethnic-folk inspired, jazz, popular, solo/recital and orchestral	<b>10 Literature</b> – includes fiction, non-fiction, playwriting and poetry
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<b>04 Theatre</b> – include theatre general, mime, puppet, theatre for young audiences and storytelling as performance	<b>12 Folklife/Traditional Arts</b> – pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01 or 02, respectively)

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<b>07 Crafts</b> – include clay, fiber, glass, leather, metal, paper, plastic, wood and mixed media	<b>15 Non-arts/Non-humanities</b> – none of the above
<b>08 Photography</b> – include holography	

### TYPE OF ACTIVITY

Choose the one item from either Column A or Column B that best describes the funded activities.

**Type of Activity (indicate 2-digit code):**

Column A	Column B
02 audience services – e.g., ticket subsidies, busing senior citizens to an arts event	01 acquisition – expenses for additions to a collection
04 creation of a work of art – include production development	03 fellowship – i.e., to individuals
05 concert/performance/reading - include	09 identification/documentation – e.g., for archival & educational purposes
06 exhibition – include visual arts, film, and video; exhibition development	11 institution/organization support – general operating support
07 facility construction, maintenance, renovation	13 marketing – all costs for marketing/publicity/promotion specifically identified with the project
08 fair/festival	14 professional support, administrative – payments for administrative salaries, wages, and benefits specifically identified with the project
10 institution/organization establishment – for creation or development of a new institution or organization	15 professional support, artistic – payments for the artistic salaries, wages, and benefits specifically identified with the project
12 arts instruction – include lessons, classes and other means used to teach knowledge of and/or skills in the arts	17 publication – e.g., manuals, books, newsletters
16 recording/filming/taping – do not include creating art works or identification/documentation for archival or educational purposes	19 research/planning – include program evaluation, strategic planning, and establishing partnerships/collaborations between agencies
18 repair/restoration/conservation	23 equipment acquisition

20 school residency – artist activities in educational setting wherein one or more core student groups receive repeated artist contact over time	26 regranting
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### ARTS EDUCATION

Did this project include 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 were arts education
02 Less than 50% of the funded activities were arts education
99 None of this project involved arts education

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### POPULATION BENEFITED

Provide data for individuals who directly benefited during the period of support. If actual figures or reliable estimates cannot be secured, enter a “-1” to indicate that data is not available.

#### A. Adults and Youth Engaged in “In-Person” Arts Experiences

Indicate the **number** of people who directly engaged with the arts, whether through attendance at arts events or participation in the 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 count repeated attendees. If actual figures or reliable estimate cannot be secured, enter a “-1” to indicate that data is not available.

**Number of Adults engaged:**

**Number of Children/Youth (0-18 years) engaged:**

#### B. Artists Directly Involved

Indicate the 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.

**Number of Artists:**

**For C, D, & E, 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.**

#### C. Population Benefited by Race/Ethnicity (select all that apply)

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

#### D. Population Benefited by Age (select all that apply)

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

**E. Population Benefited by Distinct Groups (select all that apply)**

D Individuals with Disabilities	P Individuals below the Poverty Line	M Military Veterans/Active Duty Personnel
I Individuals in Institutions (people living in hospitals, hospices, nursing homes, assisted care facilities, correctional institutions, and homeless shelters)	E Individuals with Limited English Proficiency	Y Youth at Risk
G No single distinct group listed above made up more than 25% of the population directly benefited.		

**PROJECT ACTIVITY LOCATION**

For each major activity supported by your award during the period of support, report the following information about the location(s) at which activities took place. *Please limit to three (3).* Only provide this information if those activities occurred at a location different than the grantee's address.

**Venue #1 Name:**

**Venue Address:**

**Venue City:**

**Venue State:**

**Venue Zip:**

**Number of days on which activities occurred at venue:**

**Venue #2 Name:**

**Venue Address:**

**Venue City:**

**Venue State:**

**Venue Zip:**

**Number of days on which activities occurred at venue:**

**Venue #3 Name:**

**Venue Address:**

**Venue City:**

**Venue State:**

**Venue Zip:**

**Number of days on which activities occurred at venue:**