



# **FY20 PUBLIC ART GUIDELINES**

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Foley, MN 56329

320-968-4290 1-866-825-1741 fax: 320-968-4291

[www.centralmnartsboard.org](http://www.centralmnartsboard.org)

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate particular needs on a case-by-case basis. This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

We recommend using Chrome or Firefox as your web browser to complete the online application.

MN Relay Service 1-800-627-3529

## PROGRAM OVERVIEW

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The Public Art program provides funds for the completion of well planned, permanent or temporary works of public art that are accessible to the general public without cost. Temporary public art projects must have a **significant public impact and permanent, publicly accessible documentation**.

All requests must have a minimum of 25% matching funds. There is no maximum request amount but funds are limited. Contact the CMAB for the current program budget. Public Art funds are provided through [Minnesota's Arts and Cultural Heritage Fund](#).

### Program Outcomes

1. Regional residents experience a change in knowledge, attitude, behavior or condition due to public art, arts festivals or arts events
2. Regional artists connect to new audiences and/or build relationships that provide artistic growth.
3. MN Folk and traditional artists/arts' audiences are expanded.

## WHO CAN APPLY

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Applicants must serve Region 7W residents and be located within the Minnesota counties of Benton, Sherburne, Stearns, or Wright.

- **Nonprofit 501(c)(3) arts organizations**
- **Community groups WITHOUT nonprofit designation** that are sponsored by a fiscal agent
- **Nonprofit** organizations that do not have arts as a primary focus
- **Schools**
- **Local government** entities (city, township and county)

## APPLICANTS NOT ELIGIBLE

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- For-profit businesses
- CMAB grant recipients with any overdue final reports
- Applicants that have received a CMAB Public Art grant within the same fiscal year
- Individuals

## PROPOSALS and EXPENSES ELIGIBLE

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- Public art openly accessible without security or cost restrictions
- Murals, sculpture, installations, etc. that are permanent or temporary
- Performances (i.e. flash mobs), readings, interactive exhibits
- Video projections, soundscapes
- Materials and supplies for the creation of the work
- Wages/stipends for artists/performers to create the work
- Contract labor for installation such as concrete pouring or tile installation
- Documentation of installations, performances, and other temporary works

## PROPOSALS AND EXPENSES NOT ELIGIBLE

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- Private Commissions
- Events or performances that are a part of an applicant's regular programming
- Those that do not have the arts as the primary focus
- Activities that are essentially for the religious socialization of the participants or audience

- Activities that attempt to influence any state or federal legislation or appropriation
- Payment for new building projects
- Any event or installation for which patrons will be charged admission
- Fees to secure a site (permits, purchasing land)
- Staff pay for regular hours/administrative duties that fall outside the scope of the public art project
- Regular administrative costs for recipients of Minnesota State Arts Board Operating or CMAB Community Arts Support
- Any expenses not directly related to the proposal.
- Research and development for public art projects (Project Grant or Artist Career Development programs can support research and development)

## HOW TO APPLY

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Click the Manage GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and a password.

Submit the **application online** and include:

- Public Art designs/Mock-ups**
- Lead Artist(s) Work Samples and Resume**
- Documentation of Site Approval** (permits, letters, zoning decisions)
- Proposal budget**
- 501(c)(3) letter.** *Government units and public schools do not have to submit this letter.* If using a fiscal agent you must submit their 501(c)(3) letter
- Fiscal agent agreement** (if applicable)

Applicants are encouraged to call the CMAB office at 320.968.4290 to discuss eligibility or to have a draft of the application reviewed at least two weeks prior to the deadline date.

- Applications must be submitted **by 11:59 pm on the deadline date.**
- Applications received after the deadlines are ineligible. There are no exceptions to this policy.

## USING Fax-to-File:

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A Fax-to-File feature is available within the application to help convert documents from hard copy to digital PDF format. Fax-to-File is located in the upper left portion of your screen under tools.

Click on Fax-to-File and you will be presented with a toll-free number. Once you have a fax number, you will have 20-minutes to fax documents for conversion. Click the “Finished Faxing” button to see a list of files. Converted documents will be available to download to your computer. Contact the CMAB office if you need further assistance in converting files.

## APPLICATION CONTENT

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### RAC Data Information

The following questions are required for data collection purposes by the Minnesota State Arts Board and the MN Legislature. **The information is not considered in application review and is not visible to reviewers.** Definitions of the RAC Data codes can be found on page 12.

- **How did you learn about this program?**
- **Proposal Name**
- **Proposal Summary** – Restate the proposal name and provide a one or two sentence description.
- **Proposal Discipline** - Select one category that best describes the grant activity
- **Start Date** – Activities described in the grant proposal must begin AFTER the CMAB Board review date.
- **End Date** – Proposal must be completed within 12 months of the Board review date.
- **Measurable Outcomes Summary** – Briefly describe outcomes for the proposal
- **Evaluation Plan/Methods Summary**– Briefly describe evaluation plans to measure outcomes
- **Publicity** – Does the applicant use an **alternate name** other than the legal name for publicity purposes?
- **Alternate Name** – If yes, enter **alternate name** to be used for publicity purposes. (or indicate N/A).
- **Applicant Type** – Choose the description that best fits the applicant.
- **Discipline** - Select the code that best describes the applicant’s primary area of interest in the arts
- **Status** – Legal status code describing the organization
- **Institution** – Select one code that best describes the organization
- **Board of Directors**-list current board members or equivalent governing body and their roles. Enter information in one block of text, formatted as follows: Jason Harding: Chair; Melissa Frank: board member; William Jones, Jr: treasurer
- **Applicant’s Population by Ethnicity** - Select one code that best represents 50% or more of the staff, board or membership. **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **99** = when no single group; **O** = Other; **98** = Data not provided
- **Applicant’s Population by Distinct Groups**- Select the one code that best represents 50% or more of the staff, board or membership: **I** = Individuals with Disabilities; **S** = Adults older than Sixty; **V** = Military Veterans; **99** = None of the above; **98** = Data not provided
- **Street Address** – Enter the street address (No P.O. Box), City and Zip Code where the applicant is located.
- **County** – Select the county where the organization is located.
- **MN House District** - where the organization is located. To use the district poll finder, [Click Here](#)
- **Congressional District** - where the organization is located. To use the district poll finder, [Click Here](#)
- **Artists Participating** – Estimated number of participants directly involved in/ providing artistic services.
- **Youth Audience** – Estimated number of children and youth (0-18) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning or other types of activities. Do not include broadcast audience.
- **Adult Audience** – Estimated number of adults (19+) who will directly engage with the arts, related specifically to the grant, whether through attendance at arts events or participation in arts learning. Excludes employees, paid performers, artists participating and broadcast audience. Do not include repeat attendees.
- **Proposal’s Population by Age** - Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **1** = Children/Youth (0-18 years); **2** = Young Adults (19-24 years); **3** = Adults (25-64 years); **4** = Older Adults (65 + years); **9** = No single groups will make up more than 25% population.
- **Proposal’s Population by Distinct Groups**- Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **D** = Individuals with Disabilities; **I** = Individuals in institutions (including hospitals, hospices, nursing homes, assisted care, correctional facilities and homeless shelters); **P** = Individuals living 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; **5** = Pre-K, Children 5 and under
- **Proposal’s Population by Ethnicity** - Select all categories that, by your best estimate, make up 25% or more of the population that will directly benefit from the award. **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African;

**W** = White; **G** = no single ethnic/racial group

- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants and the groups they serve. If there is additional information you would like to provide about the race or ethnicity of the groups served by the project, include that information here.
- **YOUTHANNUAL**-Total number of children/youth (0-18) who participated in arts activities within the applicant organization's most recently completed fiscal year, including those activities not funded by the Minnesota State Arts Board or regional arts councils. Do not include broadcast audience. For public schools, total number of children/youth who participated in arts activities that are not a part of regular curriculum. Enter "0" if not applicable.
- **ADULTANNUAL**-Total number of adults (19+) that participated in arts activities within the applicant organization's most recently completed fiscal year, including those activities not funded by the Minnesota State Arts Board or regional Arts Councils. Do not include broadcast audience. For public schools, total number of adults that participated in arts activities that are not a part of regular curriculum. Enter "0" if not applicable.
- **EXPANNUALARTS**-Total annual arts-related expenses for most recently completed fiscal year. For arts organizations: total operating expenditures For non-arts organizations: annual expenses for the arts at organization For public schools, annual arts-related expenses for activities that are not a part of regular curriculum
- **FYANNUAL**-Applicant's most recently completed fiscal year representing data submitted for YOUTHANNUAL, ADULTANNUAL, EXPANNUALARTS fields. Enter 4 digits; 2018, not 18.

## ADVICE FOR APPLICANTS

**The Public Art Program is scored using four criteria: Artistic Merit & Quality, Demonstrated Need, Outcomes & Evaluation, and Applicant Ability.** Each criterion has a series of statements that reviewers are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the criteria statements listed beneath each heading. Strong proposals will address all applicable criteria in the narrative responses.

## PROPOSAL NARRATIVE

### ARTISTIC MERIT/QUALITY - 9 of 30 points

Evaluators use the following criteria when reviewing this section of the application:

1. Proposed public art is designed by high quality artists and involves the creation/installation of artwork that demonstrates creativity, mastery of craft, and a distinct artistic voice.
2. Public art will contribute artistic value that would not otherwise be available to the communities served, and may also contribute cultural and/or educational value.
3. The public art project advances the applicant's mission or goals related to public art, and builds upon past programming.
4. If applicable: ability to create community understanding and awareness of art through community engagement, and/or outreach to underserved communities.
5. Proposed public art is shaped or influenced by the identified community and reflects the unique needs and interests of that community.
6. Proposed public art will build a deeper understanding and appreciation of the art form.

- 1) **Mission Statement** – Applicants that do not have a mission statement should provide a statement that outlines the goals and values of their group.
- 2) **Describe the public art project** – Refer to the criteria statements above
- 3) **Location of Public Art** – Provide the street address and include the name of the property owner.
- 4) **Include a rendering or an example of the proposed public art.**  
Examples include designs or schematics for proposed work. Include examples that will help to communicate how the finished art will look or sound.

- **Two & Three Dimensional Renderings:** 1800 pixels wide in ONE .PDF document and include the title, description and dimension with each sample.
  - **Theater/Dance:** Submit samples in .WMV, .SWF, or .MP4 file format and include the Title and Length of excerpt.
  - **Music:** Submit samples in .MP3, .WAV, .WMA, or .AIF formats and include the Song Title, Type of Music and Length of Song for each sample.
  - **Literary:** Submit samples in ONE .PDF document and include the Title and Length of excerpt.
- **Public Art Example upload-** Combine multiple pages into **ONE PDF document** and submit no more than 5 images, 10 pages of literary work or 7 minutes of audio/video. Literary submissions may include up to 7 minutes of audio or video of a reading from submitted pages.
  - **Or Video/Website URL-** include this only if you are directing reviewers to specific content on a website.
- 5) **Example Description** – Describe how the provided example relates to your proposal. If necessary, direct reviewers to specific images, pages or a specific 7 minutes of audio/video
- 6) **Temporary works** - If the lifespan of the public artwork is 1 year or less, describe how the art will be documented and shared.
- 7) **Impact of temporary work** - Describe how temporary works of public art will continue to have an impact in the community after the work is no longer present.

#### **DEMONSTRATED NEED – 9 of 30 points**

Evaluators use the following criteria when reviewing this section of the application:

1. The public art project is well designed to address the identified community/audience's specific interests and circumstances, as understood by both the applicant and the community.
2. Evidence demonstrates that community members, organizations, and partners want to engage in the project activities, and are willing to invest through commitment of time, money, and/or in-kind goods and services.
3. Accessibility needs of participants and/or audiences are understood and well addressed.
4. Evidence demonstrates that the project provides an arts opportunity that would not otherwise be available for the identified community/audience.

8) **Describe the group(s) that will benefit from the public art and how it will serve their needs.** Consider demographic factors such as ethnicity, socioeconomic status, age and gender.

a. **Presenters/creators (artists, actors, performers, etc.)**

b. **Audience (patrons, students, etc.)** - population/community that will live/work near and experience the art as well as any other groups that will be served by this public art project.

9) **Describe how the need for the public art project was determined** - Examples include surveys, community meetings, audience feedback, local and regional studies, etc.

10) **List ways in which the community has demonstrated support for the public art project** – Examples include financial contributions, volunteer time, donation of services/supplies/space, survey responses, etc.

11) **Describe how accessibility needs are being addressed in this proposal.** How will you accommodate requests for access to the proposed public art project?

## **OUTCOMES AND EVALUATION- 6 of 30 points**

Evaluators use the following criteria when reviewing this section of the application:

1. Proposal outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior, or condition among the people the project is designed to benefit.
2. The evaluation plan includes appropriate methods to measure and document project completion, effectiveness, and progress toward stated outcome(s).
3. The evaluation plan identifies how evaluation results will be used to improve current or future programming (e.g., adjustments to the project, informing future programming, sharing with stakeholders or peers, applicant learning and development, etc.).

**12) Measurable Outcomes** - Once the public art project is complete, what are the expected specific measurable outcomes? Explain what success will look like, what will change, what learning may take place, etc.

**13) Evaluation Methods** - Describe the evaluation methods that will be used to measure the proposed outcomes.

**14) Reflection and Action** - Describe how your organization will utilize the information obtained from evaluation.

## **ORGANIZATIONAL ABILITY- 6 of 30 points**

Evaluators use the following criteria when reviewing this section of the application:

1. The team is well assembled, inclusive, qualified, and demonstrates the capacity to design and execute a quality public art project of the proposed scale and scope.
2. The team and/or partners have appropriate and clearly articulated responsibilities. If volunteers will play a significant role in activities, that has been described.
3. An effective promotion and marketing plan is in place which supports the project's participation goals and fosters broad public awareness and/or engagement.
4. The public art project has a complete and realistic timeline.
5. The budget revenue streams are realistic, attainable and the cash match is likely to be met; expenses are reasonable and appropriate while honoring the work of artists
6. Thorough research for the proposed public art site is complete and approval has been obtained for the installation/performance of work.

### **15) Project Director**

Person designated by the applicant organization to oversee the implementation of the proposed public art project.

- **Director Name**
- **Director Phone**
- **Director Email**
- **Director Bio**

### **16) Lead Artist**

Primary person involved in the design, planning and creation of the proposed public art.

- **Artist Name**
- **Artist Address**
- **Artist Phone**
- **Artist Email**
- **Artist Resume/Bio** Upload as a .PDF [upload box]
- **Artist Work Samples** - Combine multiple samples into ONE .PDF document. [upload box]

**17) List other key personnel and/or artists involved in the public art project and their roles.** Include a short bio explaining their artistic skills and experience. (i.e. contractors, assistants, etc)

**18) Timeline-** Describe the timeline for all project activities. Include planning, performances, activities, assessment,

unveiling, etc. All activities MUST be completed within one year of the project start date.

- 19) Describe any research completed regarding the safety and structural requirements of the Public Art.** Examples include environmental impacts, engineering requirements, safety concerns, lighting, etc.
- 20) Provide documentation of site approval.** A contract or agreement with the owner (governmental unit/private property owner) granting permission and indicating the duration of the project.
- **Site Approval** [upload box]
- 21) What is the estimated lifespan of the work?** - List the duration of temporary public art or estimate the duration of time before “permanent” works will require major maintenance or repairs.
- 22) Publicity and/or Marketing Efforts** - Explain how this public art project will be promoted/documented. (i.e. ads, flyers, news releases, videos, YouTube, etc.)

## PROPOSAL BUDGET

- 23) Download the [Excel Budget Template](#)**, complete and save. Save a copy in .PDF format to upload to the application. Save your completed excel budget to use for the Final Report if awarded. The template includes a second worksheet that will be required to complete the final report. Contact the CMAB office if you do not have Microsoft Excel.

### BUDGET FORM INSTRUCTIONS:

**Expenses Section:** List all expenses associated with this public art project. Provide detailed descriptions and calculations of expenses. Expenses listed CANNOT be paid prior to the grant approval date.

### Column A – Budget Items

- **Contract Personnel/Artist’s Fees** – Name each person and their role
  - **Travel expenses** – related to bringing in an artist from **outside** the state of Minnesota can be no more than 10% of the total grant amount requested. Additional travel expenses may be included and paid with funds from other sources.
  - **Administrative costs** – Applicants who are recipients of Minnesota State Arts Board or CMAB operating funds (Community Arts Support) cannot include or prorate regular administrative or overhead costs in any grant proposal budget. Regular administrative costs are those incurred regardless of whether an organization holds the proposed project. School personnel cannot be paid for work that falls within the scope of their contracted duties.
- **Expendable Supplies & Materials** – art supplies, sheet music, set building materials
- **Publicity and Documentation** – Itemize printing costs, ads, promotional items, etc.
- **Other** – Evaluation, rental of space or equipment, purchase of copyright permissions
- **Ineligible Expenses**-Some project expenses cannot be covered by CMAB grant funds or required match percentage. Include these costs in this section and calculate the total eligible grant award from the total expenses MINUS these costs:
  - **Travel expenses**—related to bringing in an artist from outside the state of Minnesota can be no more than 10% of the total grant amount requested. Additional travel expenses may be included in the ineligible expenses section and paid with funds from other sources.
  - **Administrative costs**—Applicants who are recipients of Minnesota State Arts Board or CMAB operating funds (Community Arts Support) cannot include or prorate regular administrative or overhead costs in any project grant proposal budget. Regular administrative costs are those incurred regardless of whether an organization carries out the proposed project or any administrative or overhead costs for projects that are part of an applicant’s regular programming (any project that has occurred for three years or more). School personnel cannot be paid for work that falls within the scope of their contracted duties.



- **Equipment** – equipment and materials that are not a permanent part of the Public Art
- **Travel/lodging expenses** not related to bringing in an artist
- **Maintenance costs** that extend beyond the public art project end date

❖ **Column B – Descriptions/Calculations**

- **Contract Personnel/Artist's Fees** – Show methods of calculation (i.e. hours, rates, etc.) or indicate contract rate or stipend
- **Expendable Supplies & Materials** – itemize and show calculations
- **Equipment** – may be included if it is a permanent part of the public art or indicate rental costs
- **Publicity** – itemize and show calculations

❖ **Column C – Expenses** – Enter expenses, round up to the nearest dollar.

- **Do not include any expenses that do not represent real costs** - use of spaces that an applicant can use for free, etc.

**Revenue Section:**

- **Section A:** Cash on hand budgeted for this proposal
- **Section B:** In-kind contributions –List the estimated value of donated materials, equipment rental and skilled labor. Artist, administrative and volunteer hours are NOT eligible in-kind revenue.
- **Section C: Grants and Donations** -list the name of grantor(s) and associated grant amount. (Do NOT include the CMAB request).
- **Section D: Earned Income** – list sources of other income such as:
  - sponsorships
  - advertising
  - fundraising

**24) Grant Amount Requested from CMAB** - Cannot exceed 75% of Eligible Expenses. Round up to the nearest dollar.

**25) In-Kind Contributions-** Enter the total amount for In-Kind Contributions that were included as REVENUE in the Budget form. Enter "0" if not applicable.

**26) Total Public Art Project Expense** - Must match Total Expense in budget form

**This section for 501(c)(3) ORGANIZATIONS ONLY**

**27) Person In Charge of Organizational Issues** - i.e. Executive Director, Business Manager, Board President

- Name
- Title
- Phone Number
- Email Address

**28) Board Officer Contacts** – List names, title and email address or phone number for all board officers

**This section for applicants using a FISCAL AGENT ONLY**

**29) FISCAL SPONSORSHIP-** Applicants without nonprofit designation **must upload a fiscal agent agreement** that includes the components listed in this [Sample Fiscal Agent Agreement](#)

- Organization Name, Street Address, City, State, Zip
- Contact Person Name, Phone, Email
- FISCAL AGENT AGREEMENT

## CERTIFICATION

- 30) FEDERAL 501(c)(3) NONPROFIT STATUS LETTER** – Does not apply to public schools or government agencies. All nonprofit organizations must attach their 501(c)(3) letter. If you are using a fiscal agent, you must submit their 501(c)3 letter.
- 31) ELECTRONIC SIGNATURE** - You must certify that your board of directors/advisory committee supports this application, that it is accurate and that the proposal will be carried out as described if funded.

## CMAB SERVICES AND GRANTING PROCESS

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### APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, **upon request** submitted via email ([media@centralmnartsboard.org](mailto:media@centralmnartsboard.org)) or fax (320-968-4291), at least three weeks before the application deadline. A review of the application does not guarantee that the request will be funded.

### REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the review date. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 0 to 30. **An application must attain an average of 15 or higher to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates.

CMAB Directors give final approval on all grant awards. All applicants will be notified of the Board's decision.

### GRANT CONTRACT

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to provide required documents can result in the cancellation of a grant commitment.

If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned or refused funds will be applied to future grant rounds after 45 days.

### ARTIST AGREEMENT

A signed payment agreement with the artist(s) participating in the public art project must be uploaded with the contract.

### ACKNOWLEDGEMENT OF CMAB FUNDING

Because it is important for the public to understand how state tax dollars are returning to their communities, and to fulfill Minnesota state law requirements, grantees are contractually required to acknowledge CMAB funding.

The appropriate statement is provided to awarded applicants in their grant contract. This acknowledgement statement must appear on all advertising material, programs, press releases and announcements referencing the funded event.

Grantee must provide copies of all internally generated advertising materials and programs with their final report.

### FINAL REPORTS

A final report must be submitted within sixty (60) days of the project's completion. Applicants with overdue final reports are ineligible to apply for CMAB grants until the final report is received and approved.

## GRANT APPEAL PROCESS

Any applicant who can show cause that established grant review procedures were not followed, or that the policies of the program were not equitable to all applicants, may file an appeal in writing within fifteen (15) business days of being notified of the CMAB's decision.

A CMAB designated committee will review the appeal and determine if further investigation is warranted. If there is cause for an appeal, the matter will go before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

## DEFINITIONS

**Applicant:** Individual/group/organization/local government organizing and implementing the proposal. If two groups are involved, select one to be the lead and therefore the applicant.

**CMAB Fiscal Year:** The CMAB Fiscal Year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Community:** The group(s) of individuals served.

**Evaluation:** A systematic determination of merit, worth and significance, using established criteria. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future change.

**Fiscal Agent:** Organization which is legally responsible for the proper use of the grant funds when an applicant is not a school or unit of government and does not have tax-exempt status under Section 501©(3) of the Internal Revenue Code.

**Outcome:** The **final result** when goals have been achieved and the proposed activities are complete.

**RAC Data Information:** Regional Arts Councils (RAC) data collected is maintained by the Minnesota State Arts Board and is distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

For more information on Central MN Arts Board programs, services visit our website at <http://www.centralmnartsboard.org> or call 320.968.4290 or 1.866.825.1741.

# RAC Data Code Definitions

Art discipline codes		Institution codes		
DIS1/P	DISCIPLINE	INST1	INSTNAME	Description
01	Dance	01	Individual - Artist	One who creates, performs, or interprets works of art.
01A	Dance, ballet	02	Individual - Non-artist	Include technical consultants.
01B	Dance, ethnic/jazz	03	Performing Group	Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
01C	Dance, modern	04	Performing Group - College/Univ	A group of college or university students who perform works of art.
02	Music	05	Performing Group - Community	A group of persons who perform works of art vocationally and who may be but are not necessarily directed by
02A	Music, band	06	Performing Group for Youth	A group which may but does not necessarily include children who perform works of art for young audiences.
02B	Music, chamber	07	Performance Facility	A building or space used for presenting concerts, drama presentations, etc.
02C	Music, choral	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.
02D	Music, newExperimental, elec	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
02E	Music, ethnic	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.
02F	Music, jazz	11	Cinema	A motion picture theatre or organization which regularly shows films.
02G	Music, popular	12	Independent Press	A non-commercial publisher or printing press which issues small editions of literary and other works.
02H	Music, solo/recital	13	Literary Magazine	A non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
02I	Music, orchestral	14	Fair/Festival	A seasonal program of arts events.
03	Opera/Musical Theater	15	Arts Center	A multi-purpose facility for arts programming of various types.
03A	Opera	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).
03B	Opera, musical theater	17	Arts Service Organization	An organization whose main mission is to provide 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.
04	Theater	18	Union/Professional Assn	Include artist coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
04A	Theater, general	19	School District	A geographic unit within a state comprised of member schools within that area as defined by the state government.
04B	Theater, mime	20	School - Parent/Teacher Assn	An organization composed of school parents who work with local school teachers and administrators.
04C	Theater, puppetry	21	School - Elementary	Also called a grammar school.
04D	Theater for young audiences	22	School - Middle	Also called a junior high school.
04E	Theater, storytelling	23	School - Secondary	Also called a senior high school.
05	Visual arts	24	School - Vocational/technical	Trade school (e.g., school for secretarial, business, computer training).
05A	Visual arts, experimental	25	School - Other	Non-arts schools not included in codes 19-24, 26 or 48.
05B	Visual arts, graphics	25A	School - Preschool	
05D	Visual arts, paintng	25B	School - Community Education	
05F	Visual arts, sculpture	25C	School - Homeschoolers	
06	Design arts	26	College/University	Include state-supported colleges/universities, private colleges/universities, junior colleges/community colleges.
06A	Design arts, architecture	27	Library	
06B	Design arts, fashion	28	Historical Society/Commission	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.
06C	Design arts, graphic	29	Humanities Council/Agency	An organization whose primary purpose is to stimulate and promote the humanities through services,
06D	Design arts, industrial	30	Foundation	An endowed organization which dispenses funds for designated philanthropic purposes (include charitable
06E	Design arts, interior	31	Corporation/Business	A legal entity engaged in business or authorized to act with the rights and liabilities of a person.
06F	Design arts, landscape arch	32	Community Service	A non-arts organization designed to improve the lives of its membership and larger community through
06G	Design arts, urban/metro	33	Correctional Institution	A prison, penitentiary, reformatory, etc.
07	Crafts	34	Health Care Facility	A hospital, nursing home, clinic, etc.
07A	Crafts, clay	35	Religious Organization	A church, synagogue, etc.
07B	Crafts, fiber	36	Senior Center	A facility or organization offering programs, care or services for people age 65 and over.
07C	Crafts, glass	37	Parks and Recreation	municipal agency which provides a variety of experiences for the population, administration of park facilities, services may include activities such as concerts, plays, participatory activities (e.g., ceramics, macramé, and other crafts).
07D	Crafts, leather	38	Government - Executive	The administrative branch of the government, federal, state, county, local, or tribal. Include grants to
07E	Crafts, metal	39	Government - Judicial	Judges and courts of law.
07F	Crafts, paper	40	Government - Legislative(House)	The representative body of government (commonly the House of Representatives) creating statutes/laws
07G	Crafts, plastic	41	Government -	The other legislative body of government (commonly the Senate) creating statutes/laws (include senators and
07H	Crafts, wood	42	Media - Periodical	A periodical publication (include
07I	Crafts, mixed media	43	Media - Daily Newspaper	
08	Photography	44	Media - Weekly Newspaper	
09	Media Arts	45	Media - Radio	
09A	Media Arts, film	46	Media - Television	
09B	Media Arts, audio	47	Cultural Series Organization	An organization whose primary purpose is presentation of single arts events or cultural series (e.g., Community
09C	Media Arts, video	48	School of the Arts	Any school which has arts education as its primary educational mission. Include magnet schools for the arts,
09D	Media Arts, tech/experimental	49	Arts Camp/Institute	An organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a
09E	Media Arts, screen/scriptwriting	50	Social Service Org	Governmental or private agencies designed to provide services addressing specific social issues (e.g., public
10	Literature	51	Child Care Provider	An organization providing child care.
10A	Literature, fiction	98	Data not provided	
10B	Literature, non-fiction	99	None of the above	
10C	Theater, playwriting	STAT	STATDESC	Description
10D	Literature, poetry	01	Individual	A person, not an organization.
11	Interdisciplinary	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 expenses as salary or compensation for services /travel ).
12	Folk/Traditional Arts	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).
12A	Folk/Traditional dance	04	Government-Federal	A unit of or individual associated with the federal
12B	Folk/Traditional music	05	Government-State	A unit of or individual associated with the state government or public school
12C	Folk/Traditional crafts/vis arts	06	Government-Regional	A unit of or individual associated with sub-state regional government.
12D	Folk/Traditional storytelling	07	Government-County	A unit of or individual associated with county government.
13	Humanities	08	Government-Municipal	A unit of or individual associated with municipal government.
14	Multidisciplinary	09	Government-Tribal	The governing authorities of tribes, bands, reservations or sovereign nations of American Indians/Alaska
15	Non-arts/Non-humanities	98	Data not provided	
98	Not provided	99	None of the Above	