



# **FY24 GUIDELINES PUBLIC ART GRANT**

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Foley, MN 56329

320-968-4290 1-866-825-1471 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 specific 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 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. Public Art funds are provided through [Minnesota's Arts and Cultural Heritage Fund](#).

### CMAB Program Outcomes

1. Regional residents experience a change in knowledge, attitude, behavior or condition due to public art.
2. Accessible public art contributes to community identity, culture or history
3. Regional artists connect to new audiences and/or build relationships that provide artistic growth

## 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 (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:

- A. Public Art designs/Mock-ups**
- B. Lead Artist(s) Work Samples and Resume**
- C. Documentation of Site Approval** (permits, letters, zoning decisions)
- A. Proposal budget** – Microsoft Excel template. For other template options, contact the CMAB office.
- D. 501(c)(3) determination.** If using a fiscal agent, you must submit their EIN Tax ID number. *Not applicable for government units and public schools.*
- E. 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.

## FAX-TO-FILE:

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

## APPLICATION CONTENT

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1. **Applicant Type – Select Applicant Type.** Based on your selection, the coordinated group of questions will be available to complete.

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

- ❖ **Organization Contact** - i.e. Executive Director, Business Manager, Board President
  - Name; Title; Phone Number; Email Address
- ❖ **Board Officer Contacts** – List names, title and email address or phone number for all board officers.
- ❖ **FEDERAL 501(c)(3) NON-PROFIT STATUS** – Enter organization's EIN Tax ID number.

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

- ❖ **Contact** – Coordinator, lead artist, person designated as in charge of the project
- ❖ **FISCAL SPONSORSHIP**- Applicants without nonprofit designation **must include a fiscal agent agreement.** Refer to this [Sample Fiscal Agent Agreement](#)
  - Organization Name, Street Address, City, State, Zip
  - Contact Person Name, Phone, Email
- ❖ **FEDERAL 501(c)(3) NON-PROFIT STATUS** – Enter Fiscal Agent organization's EIN Tax ID number.
- ❖ **FISCAL AGENT AGREEMENT UPLOAD**

### **This section for SCHOOLS or Local GOVERNMENT**

- ❖ **School/City Contact**- i.e. city manager, chief administrative officer, Principal, financial manager
  - Name; Title; Phone Number; Email Address
- ❖ **Board Officer Contacts** – List names, title and email address or phone number for all board officers

## ADVICE FOR APPLICANTS

**The Public Art Program is scored using four criteria: Artistic Merit & Quality, Demonstrated Need and 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.

Any applicant with two or more outstanding grants may have additional conditions applied to this grant, if awarded. Contact CMAB if you have questions.

### **ARTISTIC MERIT/QUALITY - 10 of 30 points**

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

- 1) Proposed public art demonstrates creativity, mastery of craft, and is designed by qualified and experienced artists.
- 2) Proposed public art will build a deeper understanding and appreciation of the art form.
- 3) Public art will contribute artistic, cultural and/or educational value include to the communities served.
- 4) The public art project advances the applicant's mission or goals related to public art and builds upon past programming.
- 5) Ability to create understanding and awareness of art through community engagement, and/or outreach to underserved communities.
- 6) Proposed public art is shaped or influenced by the identified community and reflects their unique needs and interests

2. **Mission Statement** – Applicants that do not have a mission statement should provide a statement that outlines the goals and values of their group.

3. **Proposal Name** – Proposal Name and plan summary, provide a name and brief one sentence description.
4. **Describe the public art project** – Refer to the criteria statements above  
**Choose ONE of the following three formats: Written, Audio or Video recording.**  
Evaluators are directed to focus on the content of the narrative (not production quality or writing ability) but applicants should take steps to ensure that the description submitted is easy to see, hear and/or read. Written transcripts of audio/video recordings will be provided to evaluators to accompany audio/ video narratives.
5. **Start Date** - Activities described in the grant proposal must begin AFTER the board review date: May 9, 2024
6. **End Date** - Activities must be complete within 12 months of the board review date.
7. **Location of Public Art** – Provide the Name, street address and the name of the property owner.
8. **Include a rendering or an example of the proposed public art.**  
Examples include designs or schematics for proposed work, similar works installed elsewhere, etc. Include examples that will help to communicate how the finished art will look or sound.
  - **Public Art Example upload- Combine all samples into ONE file** to upload as a PDF document or audio/video file.  
A website URL (optional) can be provided if the upload does not accommodate the file size.
  - **Or Video/Website URL-** include this only if you are directing reviewers to specific content on a website.
9. **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

#### **DEMONSTRATED NEED – 10 of 30 points**

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

- 1) The proposed public art is well designed to address the identified community/audience's specific interests and circumstances, as understood by both the applicant and the community.
  - 2) Demonstrated evidence that there is input and support from the community for the proposed project.
  - 3) 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. [SEP]
  - 4) Accessibility needs of participants and/or audiences are understood and well addressed.
  - 5) Evidence demonstrates that the proposal provides an arts opportunity that would not otherwise be available for the identified community/audience.
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10. **Describe the target audience for the proposal.** 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.

11. **What makes you believe the proposal will be welcomed or celebrated by the community?** Provide examples such as surveys, community meetings, audience feedback, local and regional studies, etc.
12. **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.
13. **Describe how accessibility needs are being addressed in this proposal.** How will you accommodate requests for access to the proposed public art project?

**ABILITY- 10 of 30 points**

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

- 1) Project team and/or partners is well assembled, qualified, with demonstrated experience and appropriate and articulated responsibilities. If volunteers will play a significant role, that has been described.
- 2) An effective promotion and marketing plan is in place which supports the project's participation goals and fosters broad public awareness and/or engagement.
- 3) The public art project has a complete and realistic timeline.
- 4) 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
- 5) Thorough research for the proposed public art site is complete and approval has been obtained for the installation/performance of work.
- 6) Proposal outcomes describe measurable and achievable change in knowledge, attitude, skill, behavior, or condition among the people the project is designed to benefit.
- 7) The evaluation plan includes appropriate methods to measure and document project completion, effectiveness, and progress toward stated outcome(s) and identifies how results will be used (adjustments to the project, informing future programming, sharing with stakeholders or peers, applicant learning and development, etc.).

**14. 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**

**15. 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]

16. **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)

- 17. 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.
- 18. Describe any research completed regarding the safety and structural requirements of the Public Art.**  
Examples include environmental impacts, engineering requirements, safety concerns, lighting, etc.
- 19. 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]
- 20. What is the estimated lifespan of the work?** List or estimate the duration of time before “permanent” works will require major maintenance or repairs. For temporary public art 1 year or less, describe how the art will be documented and shared.
- 21. Publicity and/or Marketing Efforts** - Explain how this public art project will be promoted/documented. (i.e. ads, flyers, news releases, videos, YouTube, etc.)
- 22. 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.
- 23. Measurable Outcomes Summary** – Briefly describe outcomes for the proposal.  
Proposals funded by Minnesota’s Arts & Cultural Heritage Fund are required to provide a summary to be posted on the Legacy.mn.gov website.
- 24. CMAB Program Outcomes** – Select all that are relevant to the proposed project:
1. Regional residents experience a change in knowledge, attitude, behavior or condition
  2. Accessible public art contributes to community identity, culture or history
  3. Regional artists connect to new audiences and/or build relationships that provide artistic growth
- 25. Evaluation Methods** - Describe the evaluation methods that will be used to measure the proposed outcomes.
- 26. Evaluation Plan/Methods Summary** – Briefly describe evaluation plans to measure outcomes.  
Proposals funded by Minnesota’s Arts & Cultural Heritage Fund are required to provide a summary to be posted on the Legacy.mn.gov website.
- 27. Reflection and Action** - Describe how your organization will utilize the information obtained from evaluation.

## PROPOSAL BUDGET

28. Download the [Excel Budget Template](#), complete and save a copy in .PDF format to upload to the application. Save the completed excel budget template. 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 the proposal. Include detailed descriptions and method of calculation for each expense. Expenses listed CANNOT be paid prior to the grant approval date. Some exceptions can be made for expenses that MUST be paid in advance of the application deadlines such as production rights for a play or deposit to hold a venue. Contact CMAB if you have questions about eligible expenses.

#### ❖ Column A- Budget Items

- **In-Kind Expenses** – Allowable in-kind expenses include the cost of discounted or free rental of space and equipment), skilled labor such as structural engineering, concrete pouring or electrical work, and donated materials. Do not include administrative time, artist time or volunteer time in this section. The value of in-kind contributions must be verifiable through a gift receipt, quote or invoice and submitted in the Final Report. These expenses must match the in-kind revenue below.
- **Contract Personnel/Artist's Fees** – Name each person and their role. Do not include or prorate regular administrative or overhead costs that would be incurred regardless of funding.
- **Supplies, Materials and Food** – art supplies, sheet music, set building materials, reception/ hospitality costs.
- **Equipment** - (for Nonprofit Arts Organizations and Schools in Region 7W ONLY) - no more than \$4,999 of an equipment purchase directly related to the project may be included in the proposal budget.
- **Publicity** – Itemize printing costs, ads, promotional items, etc.
- **Other** – Evaluation of project, rental of space or equipment, purchase of copyright permissions
- **Ineligible Expenses**- Some project expenses cannot be covered by CMAB grant funds. 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** –Regular salaried personnel cannot be paid for work that falls within the scope of their contracted duties.

#### ❖ Column B – Itemized Breakdown

- **Contract Personnel/Artist's Fees** – List Name(s) and Title; Show methods of calculation (i.e. hours, rates, etc.) or indicate contract rate or stipend
- **Supplies & Materials** – itemize and show calculations
- **Equipment** – indicate if purchased or rented
- **Publicity** – itemize and show calculations

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

**Any expenses that do not represent real costs CANNOT be included in a Project Grant Budget**

- use of spaces that an applicant owns or would not otherwise pay for
- tickets to an applicant's project
- scholarships for participants

### REVENUE SECTION

- ❖ **Section A: Cash** - budgeted for this proposal
- ❖ **Section B: In-kind Contributions**–List the value of donated or discounted materials, equipment rental and skilled labor. This amount must match the In-Kind Expense section above.
- ❖ **Section C: Grants and Donations** -list the name of grantor(s) and grant amount. (Do NOT include the CMAB request). Include any Minnesota State Arts Board funding supporting this proposal.
- ❖ **Section D: Earned Income** – list sources of other income such as:
  - **ticket sales** – show calculations (type of ticket, number anticipated sold, fees charged)
  - **advertising**
  - **fundraising**
  - **participation fees, etc.**



**29. Amount Requested** – Cannot exceed 75% of Eligible Expenses. Round up to the nearest dollar.

**30. 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.

**31. Total Proposal Expense** – All costs associated with this proposal. Must match Total Expense in budget form. Round to the nearest dollar.

## DATA COLLECTION

The following questions are required for data collection by the Minnesota State Arts Board and the MN Legislature and help CMAB determine the reach of our programs and the equity in our grant making.

Definitions of the [DATA CODES](#) can be found on page 12 or online [HERE](#).

- **How did you learn about this program?**

- **Status** – Legal status code describing the organization.
- **Institution** – Select one code that best describes the organization.
- **Discipline** – Select the code that best describes the organization's primary area of interest in the arts.
- **PUBLICITY** - If the applicant uses an **alternate name** other than the legal name for publicity purposes, list it here. (or indicate N/A).
- **Proposal Discipline** - Select one category that best describes the grant activity.
- **Applicant's Ethnicity** - Select one code that best represents 50% or more of the staff, board or project team.  
**N** = Native American/American Indian; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **R** = Multiracial or Biracial; **O** = Other; **99** = when no single group;
- **Distinct Groups**- Select the one code that best represents 50% or more of the staff, board or project team:  
**I** = Individuals with Disabilities; **S** = Adults older than 65; **V** = Military Veterans; **A** = Adult (25-64 years);  
**Y** = young adult (19-24 years); **99** = None of the above;
- **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.
- **ARTists Participating** – Estimated number of participants directly involved in/ providing artistic services.
- **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. 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. Enter "0" if not applicable.
- **EXPANNUALARTS** - Total annual arts-related expenses for most recently completed fiscal year.  
**PUBLIC SCHOOLS REPORT EXTRACURRICULAR EXPENSES ONLY.** For arts organizations: total operating expenditures. For non-arts organizations: annual expenses for the arts at organization.
- **FYANNUAL**- Applicant's most recently completed fiscal year representing data submitted for YOUTHANNUAL, ADULTANNUAL, EXPANNUALARTS fields. Not necessarily related to time frame of grant activities. Enter 4 digits; 2020,

## CERTIFICATION

**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.

### 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 two 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.

**Regular Programming:** Any arts service provided on an annual basis which includes projects that have occurred for three years or more.

**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.

For more information on Central MN Arts Board programs, services visit our website at <http://www.centralmnartsboard.org> or call 320.968.4290 or 1.866.825.1471.

STAT	STATDESC	Description
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
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.

INST	INSTNAME	Description
03	Performing Group	Group of artists who perform works of art (e.g., an orchestra, theatre, or dance group).
04	Performing Group - College/Univ	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 Assn	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 Assn	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	School - Other	Non-arts schools not included in codes 19-24, 26 or 48.
25A	School - Preschool	
25B	School - Community Education	
25C	School - Homeschoolers	
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	Senior 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.
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 Org	Governmental or private agencies designed to provide services addressing specific social issues (e.g., public housing, drug abuse, welfare, violence, the environment, health issues, See also code 32- Community Service Orgs.
51	Child Care Provider	An organization providing child care.

## ART DISCIPLINE CODES

DIS1/PDIS1	DISCIPLINE	DIS1/PDIS1	DISCIPLINE	DIS1/PDIS1	DISCIPLINE
01	Dance	05B	Visual arts, graphics	08	Photography
01A	Dance, ballet	05D	Visual arts, painting	09	Media Arts
01B	Dance, ethnic/jazz	05F	Visual arts, sculpture	09A	Media Arts, film
01C	Dance, modern	06	Design arts	09B	Media Arts, audio
02	Music	06A	Design arts, architecture	09C	Media Arts, video
02A	Music, band	06B	Design arts, fashion	09D	Media Arts,
02B	Music, chamber	06C	Design arts, graphic	09E	Media Arts,
02C	Music, choral	06D	Design arts, industrial	10	Literature
02D	Music, new-experimental, elec	06E	Design arts, interior	10A	Literature, fiction
02E	Music, ethnic	06F	Design arts, landscape arch	10B	Literature, non-fiction
02F	Music, jazz	06G	Design arts, urban/metro	10C	Theater, playwriting
02G	Music, popular	07	Crafts	10D	Literature, poetry
02H	Music, solo/recital	07A	Crafts, clay	11	Interdisciplinary
02I	Music, orchestral	07B	Crafts, fiber	12	Folk/Traditional Arts
03	Opera/Musical Theater	07C	Crafts, glass	12A	Folk/Traditional dance
03A	Opera	07D	Crafts, leather	12B	Folk/Traditional music
03B	Opera, musical theater	07E	Crafts, metal	12C	Folk/Traditional crafts/vis arts
04	Theater	07F	Crafts, paper	12D	Folk/Traditional storytelling
04A	Theater, general	07G	Crafts, plastic	13	Humanities
04B	Theater, mime	07H	Crafts, wood	14	Multidisciplinary
04C	Theater, puppetry	07I	Crafts, mixed media	15	Non-arts/Non-humanities
04D	Theater for young audiences				
04E	Theater, storytelling				
05	Visual arts				
05A	Visual arts, experimental				