

# MCACA Code Book



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## County Codes

01 Alcona	22 Dickinson	43 Lake	64 Oceana
02 Alger	23 Eaton	44 Lapeer	65 Ogemaw
03 Allegan	24 Emmet	45 Leelanau	66 Ontonagon
04 Alpena	25 Genesee	46 Lenawee	67 Osceola
05 Antrim	26 Gladwin	47 Livingston	68 Oscoda
06 Arenac	27 Gogebic	48 Luce	69 Otsego
07 Baraga	28 Grand Traverse	49 Mackinac	70 Ottawa
08 Barry	29 Gratiot	50 Macomb	71 Presque Isle
09 Bay	30 Hillsdale	51 Manistee	72 Roscommon
10 Benzie	31 Houghton	52 Marquette	73 Saginaw
11 Berrien	32 Huron	53 Mason	74 Sanilac
12 Branch	33 Ingham	54 Mecosta	75 Schoolcraft
13 Calhoun	34 Ionia	55 Menominee	76 Shiawassee
14 Cass	35 Iosco	56 Midland	77 St Clair
15 Charlevoix	36 Iron	57 Missaukee	78 St Joseph
16 Cheboygan	37 Isabella	58 Monroe	79 Tuscola
17 Chippewa	38 Jackson	59 Montcalm	80 Van Buren
18 Clare	39 Kalamazoo	60 Montmorency	81 Washtenaw
19 Clinton	40 Kalkaska	61 Muskegon	82 Wayne
20 Crawford	41 Kent	62 Newaygo	83 Wexford
21 Delta	42 Keweenaw	63 Oakland	99 Statewide

(use for project activity only)

## Status Codes --- Describes Legal Status

- 02 **Organization-Nonprofit**, 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.
- A **An unincorporated association formed for nonprofit purpose:** a church committee, a group operating under an “assumed name,” a new group of community volunteers, etc.
  - B **A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community) festival, a private foundation (501(c)4), etc.
  - C **A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a “United Fund,” a community service organization, a church, an alumni association, etc.
  - D **A tax exempt organization other than (501(c)3) or one which is a segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or “local,” etc.
- 03 **Organization-Profit**, income or assets do inure to the benefit of directors, officers, employees, or stockholders.
- 04 **Government-Federal**, to be used when the mail recipient is a unit of federal government.
- 05 **Government-State**, to be used when the mail recipient is a unit of state government.
- 06 **Government-Regional**, to be used when the mail recipient is a unit of a sub-state regional government.
- 07 **Government-County**, to be used when the mail recipient is a unit of a county government.
- 08 **Government - Municipal**, to be used when the mail recipient is a unit of a municipal government.
- 09 **Government-Tribal**, to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.
- 99 **None of the above**, to designate an entry which cannot be coded.

### **Institution Codes --- this describes the organization**

- 03 Performing group of artists who perform works of art (an orchestra, theater, dance group)
- 04 Performing Group - College/University, a group of college or university students who perform works of art.
- 05 Performing Group Community - a group of persons who perform works of art avocationally and that may be, but is not necessarily, professionally directed.
- 06 Performing Group for Youth - a group which may, but 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 of Art - an organization essentially educational, or aesthetic in purpose, with professional staff that owns or utilizes works of art, cares for and exhibits them to the public on some regular schedule.
- 09 Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, that owns or utilizes tangible objects, cares for them and exhibits them to the public on a regular schedule. (e.g., organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)
- 10 Gallery/Exhibition Space-an organization or space that primarily exhibits works of art from collections other than its own and may be involved in selling those works.
- 11 Cinema - a motion picture theater organization that regularly shows films.
- 12 Independent Press - a non-commercial publisher or printing press that 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 multipurpose 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).

**Institution Codes --- this describes the organization**

- 17 Arts Service Organization - an organization that does not, as its central function, produce or present the arts, but provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organizations.
- 18 Union/Professional Association - includes artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
- 19 School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.
- 20 School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators.
- 21 School, Elementary - also called a grammar school.
- 22 School, Middle - also called a junior high school.
- 23 School, Secondary - also called a senior high school.
- 24 School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.
- 25 School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.
- 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 that dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.

### **Institution Codes --- this describes the organization**

- 31 Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as 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.
- 33 Correctional Institution - a prison, penitentiary, reformatory, etc.
- 34 Health Care Facility - hospital, nursing home, clinic, etc.
- 35 Religious Organization - church, synagogue, etc.
- 36 Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.
- 37 Parks and Recreation - usually a municipal agency which provides a wide variety of services 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, macrame and other crafts.)
- 38 Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Includes 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. Includes representatives and related other, such as legislative research personnel.
- 41 Government /Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Includes senators and related others, such as legislative research personnel.
- 42 Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio

**Institution Codes --- this describes the organization**

- 46 Media - Television
  - 47 Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.
  - 48 School of the Arts - any school which has arts education as its primary educational mission. Includes magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.
  - 49 Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).
  - 50 Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.).
  - 51 Child Care Provider - an organization providing child care.
  - 99 None of the above.
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**Discipline Codes**

01-Dance (do not include mime; see "Theater" 04 for mime)

A-ballet

B-ethnic/jazz include folk-inspired,(see "Folk Arts" 12)

C-modern

02-Music

A-band, do not include jazz or popular

B-chamber, include only music for one musician to a part

C-choral

D-new, include experimental, electronic

E-ethnic, include folk-inspired; see "Folk Arts," 12

F-jazz

G-popular, include rock

H-solo/recital

I-orchestral, includes symphonic and chamber

03-Opera/Music Theater

A-opera

B-musical theater

## Discipline Codes

### 04-Theater

A-theater-general, include classical, contemporary, experimental

B-mime

D-puppet

E-theater for young audiences

### 05-Visual Arts

A-experimental include conceptual, new media, new approaches

B-graphics, include printmaking and book arts; do not include graphic design:  
see "Design Arts" 06

D-painting, include watercolor

F-sculpture

### 06-Design Arts

A-architecture

B-fashion

C-graphic

D-industrial

E-interior

F-landscape architecture

G-urban/metropolitan

### 07-Crafts

A-clay

B-fiber

C-glass

D-leather E-metal

F-paper

G-plastic

H-wood

I-mixed media

### 08-Photography, include holography

### 09-Media Arts

A-film

B-audio include radio, sound installations

C-video

D-technology/experimental (include work created using computer or other digital or  
experimental media as the primary expressive vehicle)

## Discipline Codes

10-Literature  
    A-fiction  
    B-nonfiction  
    C-playwriting  
    D-poetry

11-Interdisciplinary--pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts), include performance arts.

12-Folk Life / Traditional Arts--pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. **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 01B or 02E, respectively.

    A-Folk/Traditional Dance  
    B-Folk/Traditional Music  
    C-Folk/Traditional Crafts and Visual Arts  
    D-Oral Traditions (include folk/traditional storytelling)

13-Humanities--pertaining but not limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14-Multidisciplinary--pertaining to grants that include activities in more than one 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.

15-Non-arts/Non-humanities

### **Grantee Race Codes**

- A 50% or more Asian
  - B 50% or more Black / African American
  - H 50% or more Hispanic / Latino
  - N 50% or more American Indian / Alaska Native
  - P 50% or more Native Hawaiian / Pacific Islander
  - W 50% or more White
  - 99 no single group listed above represents 50 percent or more.
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### **Type of Activity Codes**

- 01 Acquisition - expenses for additions to a collection.
- 02 Audience Services - ticket subsidies, busing senior citizens to an event.
- 04 Creation of Work of Art/Commission.
- 05 Concert/Performance/Reading-include production/development.
- 06 Exhibition - include visual arts, film, video, production development.
- 07 Facility Construction, Maintenance, Renovation. Note: Design is 04.
- 08 Fair/Festival - periodic/seasonal program of arts events.
- 09 Identification/documentation - archival, educational purposes.
- 10 Institution/Organization /Establishment -creation/development of a new institution organization.
- 12 Arts Instruction - include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.
- 13 Marketing - see budget definitions.
- 14 Professional support - administrative.
- 15 Professional Support - artistic.
- 16 Recording/Filming/Taping - including creation in 04, documentation in 09, publication in 17.
- 17 Publication - books, manuals, newsletters.
- 18 Repair/restoration/Conservation.

### Type of Activity Code

- 19 Research Planning - include program, evaluation, strategic planning, and establishing partnerships/collaborations between agencies.
- 20 School residency - artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.
- 21 Other residency - artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.
- 22 Seminar/Conference.
- 23 Equipment Purchase/Lease/Rental.
- 24 Distribution of Arts - films, books and prints, including broadcasting.
- 25 Apprenticeship/Internship.
- 26 Regranting
- 27 Translation
- 28 Writing About Art - include criticism.
- 29 Professional Development/Training - activities enhancing career advancement.
- 30 Student Assessment - the measurement of student progress toward learning objectives. Not to be used for program evaluation.
- 31 Curriculum Development/Implementation--include the design, implementation and distribution of instructional materials, methods, evaluation, criteria, goals and objectives.
- 32 Stabilization/Endowment/Challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves or enhance funding leverage or stabilization.
- 33 Building Public Awareness - activities designed to increase public understanding of the arts or to build public support for the arts.
- 34 Technical Assistance - With technical/administrative functions.
- 35 Website / Internet Development - include the creation or expansion of existing Websites (or sections of Websites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.

### **Type of Activity Code**

- 36 Broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks.
- 99 None of the above.
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### **Arts Education codes**

- 01 50% or more of this projects activities are arts education directed to:
- A. K-12 students
  - B. Higher education students
  - C. Pre-kindergarten children
  - D. Adult learners (including teachers and artists)
- 02 50% of this projects activities are arts education directed to:
- A. K-12 students
  - B. Higher education students
  - C. Pre-kindergarten children
  - D. Adult learners (including teachers and artists)
- 99 None of this project involves arts education
- 

### **Project Descriptors**

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your activities, enter a "Z."

- A Accessibility - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
- I International - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
- P Presenting/Touring - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

## **Project Descriptors**

- T Technology - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
- Y Youth at Risk - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.