

## **GLOSSARY**

The Council employs the National Standard for Arts Information definitions in its programs. The following terms are used throughout the Council's funding program, and are presented here to assist applicants. The majority of terms are specified and defined by the National Standard. Those definitions which are in *italics* have been established by the Council.

### **Applicant Information**

#### **Applicant:**

The constituent submitting and signing the grant application or request for services, even if funds are passed on to another organization or individual.

#### **Arts Basic to Education:**

*Programs and projects which aspire by their mission to make the arts a basic part of education and core curriculum in the schools and school equivalents (day care facilities, juvenile correctional facilities, etc.). Activities should benefit children and youth in pre-K-12 grades by providing education in and about the arts for the sake of understanding the arts accomplished through sequential study/curriculum that is central to formal education. Schools may not apply for Organizational Grants, but should seek funding under the Council's Artists in Education program.*

#### **Authorizing Official:**

Name of person with authority to legally obligate "Applicant."

#### **Congressional District of Applicant:**

District of the United States House of Representatives in which "Applicant's" business address is located.

#### **Endowment:**

*A fund established with gifts or bequests that provides income for an institution through earned interest.*

#### **Folklife/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. *Highly varied, these traditions are shaped by the aesthetics and values of the community, and are passed from generation to generation. Folk artists are the practitioners who learn these arts in community settings by watching, practicing, and working with other community members. Their excellence and traditionality are evaluated by community members on the basis of shared standards.*

#### **Grant Period:**

The term in which the project, program, or general program support will be accomplished as set forth in this application by the start date and the end date. *July 1 to June 30, unless otherwise specified by the Council.*

#### **Individuals Benefiting:**

The total number of individuals who are or will be directly involved in the funded activity as artists, non-artists project participants or audience members between the grant or project start and end dates. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the Artists Participating and Youth Benefiting. Include actual audiences numbers based on paid/free admission or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

**Interdisciplinary:**

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

**Multi-Cultural:**

*Of more than one culture. For programming purposes, a multicultural perspective will include the arts of a variety of groups that define themselves by race, ethnicity, gender, or religion.*

**Multidisciplinary:**

Pertaining to grants (including general operating and general program support) that include activities in more than one discipline; 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.

**Multi-County/Statewide Impact:**

*Public benefit that is extended through programs and services to audiences or membership drawn from a three or more county region of New Jersey. While demonstrating audiences served outside the state helps to contextualize your organization's scope and impact, it does not factor into the eligibility requirement.*

*Persons relevant to this issue are those who comprise actual audiences, membership, readership, listenership or viewership; and not solely the Board or Artists presented.*

**Please Note:** *Given the unique demographics of New Jersey, special conditions may exist which affect a designation of "local." Consult with Council staff and the respective County Arts Agency to discuss this prior to applying.*

**Participation:**

*Based on a model for cultural participation developed by the Rand Corp. and adopted by the Wallace Foundation, the Council is looking more closely at the issue of cultural participation. The three ways of looking at changes in participation listed below can be applied to the broad cross section of persons that sustain cultural organizations: creators, audiences and stewards (trustees, members and donors).*

- **Broaden** – increase the number of activities, size of current audiences, or the number of the same types of stewards
- **Deepen** – provide more in-depth programming, increase the frequency or variety of interactions with audiences, or increase the level of financial investment
- **Diversify** – change art forms or artists presented, attract and serve groups not currently targeted, or attract and engage new stewards.

**Performing Arts Presenting Organization:**

*An organization that selects performing artists and companies, engages them to perform, remunerates them for the performance and/or services, and brings them together with audiences and communities.*

**Producing Arts Organization:**

*An organization or institution that prepares, creates or interprets, and performs a public performance or exhibition (e.g., theatre and dance companies, symphony orchestras, museums).*

**Special Constituency:**

An audience which includes persons with disabilities, older adults, veterans, gifted and talented persons, and people in hospitals, nursing homes, mental institutions, and prisons.

## **Budget Expense Definitions**

### **Personnel/Administrative:**

Payments for salaries, wages, and benefits including payroll taxes specifically identified with the project/organization, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fundraisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel.

### **Personnel/Artistic:**

Payments for salaries, wages, and benefits specifically identified with the project/organization, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

### **Personnel-Technical/Production:**

Payments for salaries, wages, and benefits, specifically identified with the project/organization, for technical management and staff, such as technical directors; wardrobe, lighting, and sound crew; stage managers, stagehands; video and film technicians, exhibit preparatory and installers.

### **Outside Fees & Services/Artistic:**

Payments to firms or persons for the services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project/organization. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, folklorists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.

### **Outside Fees & Services/Other:**

Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of "Applicant," but consultants or the employees of other organizations whose services are specifically identified with the project/organization.

### **Capital Expenditures:**

*Payments for facility maintenance and repairs, the purchase of permanent equipment, or acquisition of appreciable goods. This does not include capital expenses related to construction and renovation projects, which would generally be accounted for separately from the operating budget.*

### **Space Rental:**

Payments specifically identified with the project/organization for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

### **Travel & Transportation:**

All costs directly related to the travel of an individual or individuals and specifically identified with the project/organization, as well as trucking, shipping or hauling expenses. Include fares, hotel, and other lodging expenses, food, taxes, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc.

### **Marketing:**

All costs for marketing/publicity/promotion specifically identified with the project/organization. Do not include payments to individuals or firms which belong under "Personnel," or "Outside Fees & Services." Include costs of

newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink, and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see "Remaining Operating Expenses."

**Remaining Operating Expenses:**

All expenses not entered in other categories and specifically identified with the project/organization. Include telephone and postage; rental of equipment, scores, royalties, and scripts; supplies and materials (lumber and nails, photographic supplies, framing materials, paper, etc.); janitorial and other facility services; insurance fees, technical production (set, props, costumes) and other, such as electricity, storage, interest charges, food consumed on premises, and fundraising expenses.

**In-Kind Contributions:**

The value of materials or services specifically identified with the project/organization which are provided to "Applicant" by volunteers or outsider parties at no cash cost to "Applicant."

*Please Note: For the purposes of this application, do not include depreciation as an expense.*

**Budget Revenue Definitions**

**Admissions:**

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project/organization.

**Contracted Services Revenue:**

Revenue derived from fees earned through sale of services (other than this grant request). Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support.

**Other Revenue:**

Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**Corporate Support:**

Cash support derived from contributions given for this project/organization (other than this grant request) by businesses, and corporations, and corporate foundations, or a proportionate share of each contribution allocated to this project/organization.

**Foundation Support:**

Cash support derived from grants given for this project/organization (other than this grant request) by private foundations, or a proportionate share of such grants allocated to this project/organization.

**Individual Support:**

Cash support derived from cash donations given for this project/organization or a proportionate share of general donations allocated to this project/organization. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.

**Government Support/Federal:**

Cash support derived from grants or appropriations given for this project/organization (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project/organization.

**Government Support/State/Regional:**

Cash support derived from grants or appropriations given for this project/organization (other than this grant request) by agencies of the state government and/or multi-state consortia of state agencies, or a proportionate share of such grants or appropriations allocated to this project/organization.

**Government Support/Local:**

Cash support derived from grants or appropriations given for this project/organization (other than this grant request) by city, county, in-state regional, and other local government agencies, or a proportionate share of such grants or appropriations allocated to this project/organization.

**Applicant Cash:**

Funds from "Applicant's" present and/or anticipated resources that the "Applicant" plans to provide to proposed project/organization *which are neither earned nor received during the grant period.*