

Pinellas County Arts Council
Cultural Development Grants Program
GLOSSARY

\$ denotes budget line-item definitions.

Accessibility – opening existing programs, services, facilities, and activities to individuals with disabilities. Inclusiveness of persons with disabilities is addressed through staffing, mission, policy, budget, education, meetings and programs to insure that audiences/ participants have an equal range of opportunities.

\$ Admissions – revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributable or prorated to the project.

\$ Applicant Cash – funds from “Applicants” present and/or anticipated resources that “Applicant” plans to provide to the proposed project. For total operating budget purposes, this line-item represents withdrawal from savings. This line-item is often used to “balance the budget” when expenses exceed other revenues. It shows the applicant’s ability to “pay the bills” for all expense items. If there are excess revenues, reduce this line to zero or only the amount needed to balance the budget. Negative numbers cannot be used to balance the budget.

Artist – an individual who creates or performs, on an on-going basis, works of art within an artistic discipline (dance, folk arts, interdisciplinary, literature, media arts, music, theater or visual arts), and is pursuing it as a means of livelihood or for the highest level of recognition. Does not include beginning/amateur artists such as beginning students who are not yet seriously committed to the discipline, or life-long-learners who are taking art classes. The total number of artists should reflect the number of professional artists that are directly involved in providing artistic services specifically identified with the grant.

Arts – any and all artistic disciplines which include but are not limited to music, dance, drama, theater, folk arts, visual arts, and media, and the execution and exhibition of other such allied major art forms.

Authorizing Official – name of the person with the authority to legally obligate “Applicant”.

\$ Cash Reserves – For most organizations, this will be the savings account, other cash reserves or investments that are available to spend on general operations or programs. The “reserve” will usually increase when there are excess revenues for the year, and decrease if there was a deficit.

Community – the geographic area and/or constituents served by the applicant for the project.

Community Organizations – civic, social service, and business groups that may be involved in the project for which funding is being requested.

Contact Person – the person to contact for additional information about the application. This person will provide and receive information about the project, reports, and all other management aspects of the grant.

\$ Contracted Services Revenue – revenue derived from fees earned through sales of services (other than this grant request). Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance of residency fees, tuition, etc.

\$ Corporate Support – cash support derived from contributions given for this project by business, corporations and corporate foundations or a proportionate share of such contributions allocated to the project.

Cultural – includes the disciplines of dance, music, theater, folk arts, visual arts, literature, media arts, interdisciplinary, multidisciplinary, and programs of science, history and children’s museums.

Cultural Plan – a strategic plan which is used to address the community’s current and future cultural needs, and includes both short and long-range components.

Cultural Diversity – having the characteristic of being deeply rooted in and reflective of ethnically diverse, inner city, or rural populations, and which represents the works of a particular culture, including an ethnic minority.

Cultural Events – includes different artistic, cultural, or educational activities which were produced or sponsored by the grantee, were open and accessible to the public, and took place within the grant period. Do not include strictly fundraising events.

Demographics – statistical information relating to the characteristics of human populations, with reference to size, growth, density, distribution, and economic base. For purposes of the grant, include ethnicity, age, and persons with disabilities for staff, board and volunteers.

Disability – a physical or mental impairment that substantially limits one or more major life activities.

End date – the last date of fiscal activity in the project for which funding is requested.

Equipment – all items which cost in excess of \$500 and have a life expectancy of over one year.

\$ Foundation Support – cash support derived from grants given for this project by private foundations, or a proportionate share of such grants allocated to the project.

\$ Government Support / Federal – cash support derived from grants or appropriations given by agencies of the federal government.

\$ Government Support / State / Regional – cash support derived from grants or appropriations given by agencies of the state government.

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\$ Government Support / Local / County – cash support derived from grants or appropriations by city, county or other local government agencies.

Grant Award – the dollar amount of a grant award for the project stated in the application approved by the Board of Directors of the Pinellas County Arts Council.

Grant Period – the term in which the project will be accomplished as set forth in the application by the start date and the end date. The limits of the grant period are stated in the Application Guidelines.

Grantee – an organization receiving a grant award from the Pinellas County Arts Council.

\$ In-kind Contributions – all non-cash contributions provided to the grantee. These contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services directly benefiting the organization or specifically identifiable to the project. The basis for the valuation of personal services, material, equipment, buildings, and land must be fair market value and be documented. This includes all such goods and services provided to the grantee by a third party in lieu of a cash contribution. *Note: In-kind contributions may not exceed 10% of the organization's total budget for the Cultural Development Grant application.*

\$ Marketing – all costs for marketing, publicity, promotion or any combination. Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, fliers, and posters and space rental when directly connected to promotion publicity or advertising. *Note: All promotional materials must contain the credit line as stated in the grant contract.*

Matching Funds – the portion of the project costs that comes from the organization. Cultural Development Grants require a dollar-for-dollar cash match.

Minority – for the Cultural Development Grants program a minority is a lawful, permanent resident of Florida who is one of the following: an African-American (a person having origins in any of the racial groups of the African Diaspora); a Hispanic-American (a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race); an Asian-American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778); a Native-American (a person who has origins in any of the Indian Tribes of North America prior to 1835); or a person with a disability. For this grants program, gender and religious affiliations are not used as a basis for consideration as a minority.

\$ Other Private Support – cash support derived from cash donations given to the organization. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events.

\$ 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.

\$ Outside Artistic Fees and Services – payments to firms or persons for the services of individuals who are not normally considered employees of "Applicant", but consultants or employees of other organizations whose services are specifically identified with the project. Include artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, playwrights, sculptors, graphic artists, actors, teachers, instructors, etc. serving in non-employee/non-staff capacities.

\$ Outside Other Fees and Services – payments to firms or persons for non-artistic services or 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.

\$ Personnel-Administrative – payments for salaries, wages, fees, and benefits for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers and support personnel such as maintenance and security staff, ushers, and other front-of-house and box office personnel.

\$ Personnel-Artistic – payments for salaries, wages, fees and benefits for personnel who are employed by "Applicant" such as artistic directors, directors, conductors, conservators, 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 employee salaries, wages, fees and benefits for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparators, installers, etc.

Project Title – a short descriptive title of the project for which "Applicant" is requesting funding assistance.

Regranting – using grant monies to underwrite grants programs or individual grant within one's own organization or another organization. Regranting Cultural Development Grant monies is strictly prohibited.

\$ Remaining Operating Expenses – all expenses not entered in other categories. Include scripts and scores, lumber and nails, electricity, telephone, storage, postage, office supplies, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping and hauling expenses not entered under "Travel".

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Self-study – a checklist used to evaluate an organization’s compliance with laws regarding accessibility. More information is available through the Division of Cultural Affairs at www.florida-arts.org

Seniors – individuals over the age of 65 that directly benefit from the project.

\$ Space Rental / Mortgage – payments for rental of office, rehearsal, theater, hall, gallery and other such spaces. Do not include rental of housing for guest artists or other persons traveling for the project. Place those expenses with “Travel”. Clearly indicate on Form D “Rental” or “Mortgage”.

Specific Project – a particular project, program or series within the applicant organization’s total operations. Organizations should be certain that the application is indeed for a project and NOT general program support. Do not attempt to disguise general operations as a project, i.e. an entire season’s programming is **not** a project.

Sponsor/Presenter – and organization that is in the business of presenting professional performing artists or arts groups to the public.