DEFINITIONS & GLOSSARY

National Standard for Arts Information Exchange is provided to assist applicants in completing their grant proposals.

The National Standard for Arts Information Exchange defines items of information and specifies reports to be used by public arts agencies in their information and reporting system. The National Standard consists of system specifications for mailing lists, grants management systems and arts resource directories, including performing and visual arts facilities, arts organizations, and artists in all disciplines.

The National Standard was developed by the National Assembly of State Arts Agencies (NASAA) as the National Information Systems Project (NISP), a four-year program funded by the National Endowment for the Arts to improve public arts agency management and to guarantee national compatibility in the collection, organization, and exchange of arts and cultural information. Federal, state and regional arts agencies are currently developing and implementing information systems based on the National Standard.

The National Standard for Arts Information Exchange, a publication prepared by NASAA, explains more fully the NISP project as well as the purpose and uses of the National Standard. This information document is available from NASAA, 1029 Vermont Avenue, N.W., 2nd Floor, Washington, D.C. 20005.

Brevard Cultural Alliance, Inc., is conforming with the National Standard by including the Definitions and Glossary (and has added a brief description of “at-risk youth”) to be used in Brevard County’s Community Cultural Grants program.

DEFINITIONS

A. APPLICATION INFORMATION

Grant Period - The term in which the project, program, or general program support will be accomplished as set forth in the application by the start date and end date.

Start Date - The first day of activity in the project for which assistance is requested.

End Date - The last date of activity in the project for which assistance is requested.

Project Title - A short descriptive title of the project for which “Applicant” is requesting assistance. If no formal title exists or if the title is not descriptive, a short phrase describing the activities of the project should be substituted.

Contact Person - The person to contact for additional information about the application. The person with immediate responsibility for the project.

Individuals to Benefit - The total audience, participants, students, etc., (excluding employees and/or paid performers) that are anticipated to benefit from this project.
Congressional District of Applicant - District of the United States House of Representatives in which “Applicant’s” business address is located.

Authorizing Official - Name of person with authority to legally obligate “Applicant.”

B. BUDGET EXPENSE SECTION

Personnel - Administrative - Payments for salaries, wages, fees, and benefits specifically identified with the project, for executive and supervisory administrative staff, program directors, managing directors, business managers, press and agents; fund raisers, 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, 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 employee salaries, wages, and benefits specifically identified with the project, for technical management and staff, such as technical directors; wardrobe, lighting and sound crew; stage managers, stagehands; video and film technicians, exhibit preparators and installers, etc.

Outside Artistic Fees and Services - Payments to firms or persons for the services of individuals who are not normally considered an employee of “Applicant,” but consultants or the employees of other organizations, whose services are specifically identified with the project. Include 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, etc., serving in non employee / non-arts 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. Includes hiring additional security for a project.

Space Rental - Payments specifically identified with the project for rental of office, rehearsal, theater, hall, gallery, and other such spaces.

Travel - All costs for travel directly related to the travel of an individual or individuals and specifically identified with the project. For transportation not connected with travel of personnel, see “remaining Operating Expenses.” Include fares, hotel, and other lodging
expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses see “Remaining Operating Expenses.”

Marketing - All costs for marketing /publicity / promotion specifically identified with the project. Do not include payments to individuals or firms which belong under “Personnel” or “Outside Professional Services.” Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers and posters, and space rental when directly connected to promotion, publicity or advertising.

Remaining Operating Expenses - All expenses not entered in other categories and specifically identified with the project. Include nonstructural renovations, improvements, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under “Travel.”

C. BUDGET REVENUE SECTION

Admissions - Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributed or prorated to the project.

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, and so forth. Include foreign government support.

Corporate Support - Cash support derived from contributions given for this project (other than this grant request) by businesses, corporations and corporate foundations or a proportionate share of such contributions allocated to this project.

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

Other Private Support - Cash support derived from cash donations given for this project, or a proportionate share of general donations allocated to this project. 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 (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this project.

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

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.

Applicant Cash - Funds from “Applicant’s” present and/or anticipated resources that “Applicant” plans to provide to proposed project.

GLOSSARY

Arts - Any and all artistic disciplines that include, but are not limited to, music, dance, drama, theater programs, creative writing, literature, architecture, folk arts, visual arts, and media, and the execution and exhibition of other such allied major art forms.

At-risk youth - Children up to age 18 who are classified by units of government as special populations or special needs youth; economically or otherwise disadvantaged; or are truants or in jeopardy of academic failure or dropping out of school; are involved in delinquent behavior, and/or or have been referred to the justice system.

Equipment - All items which cost in excess of $500 and have a life of more than one year.

General Program Support - Funding to assist underwriting general programming expenses (not for specific projects) of Brevard’s nonprofit arts and cultural organizations through a specified period. General program support funds may only be used for those programming expenses itemized on the grant project budget form.

In-kind Contributions - All non cash contributions provided by the grantee and other nonfederal parties. 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 and specifically identified to the project or program. The basis for the valuation of personal services, material, equipment, buildings, and land must be documented. This includes all such goods and services provided the grantee by a third party in lieu of a cash contribution. All allowable in-kind contributions must be documented. Donors must provide a form on which they state the value of the contribution. It must be signed by an official of that organization and the applicant. A copy should be maintained on file in the office of the grant recipient.

Local Arts Agency - An organization that serves all art forms in a local community through services to cultural groups and individual artists in its community and is officially recognized as the local arts agency, commission, alliance, or division by its county commission. This shall include County Arts Agencies established pursuant to Chapter 265.32, F.S.
Presenter (Sponsor) - An organization in the business of presenting professional performing artists or arts groups to the public.

Project Costs - All allowable expenditures incurred by the grantee and the value of in-kind contributions made by the grantee or third parties in accomplishing the grant.

Regranting - Using County grants moneys to underwrite grant programs or individual grants within one’s own organization or another organization. Regranting of County funds is prohibited.

Sponsor - See Presenter.

Total Operating Budget - Gross budgeted income for the organization’s last completed fiscal year.