

Arts Council of Hillsborough County

Grant Program Glossary

Definitions for budget line-items are marked with a dollar sign. (\$)

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.

Allowable Costs

Costs shall be allowed for the purposes of a grant provided that they occur or are obligated within the grant period specified on the grant application; and they are solely for the purposes of the grant and can be easily identified as such. Check the Guidelines document for specific types of allowable costs.

Applicant Cash (\$)

Funds from "Applicant's" present and/or anticipated resources.

For the 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.

Arts

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

Certification and Compliance Signatures

Individuals with authority to legally obligate the applicant and responsibility for the organization. This should be the same as the Authorized Official designated in your application

Contact Person

The person to contact for additional information about the application and during the grant period.

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.

Corporate Support (\$)

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

County Supported Institution

Any organization whose general operations budget is supported fully or in part by funds from Hillsborough County.

Equipment (\$)

Includes rentals only. Permanent equipment necessary for the proposed proposal may be purchased only if the purchase price is less than the rental costs.

Foundation Support (\$)

Cash support derived from grants given for this proposal by private foundations, or a proportionate share of such grants allocated to this proposal.

General Program Support

Funding to assist underwriting general programming expenses (not for specific projects) of eligible organizations through a specified period. General program support funds may be used only for those programming expenses itemized on the grant proposal budget form. This type of funding is broad in scope. Panel review is more comprehensive and encompasses evaluation of all activities conducted by the applicant organization.

Government Support: Federal (\$)

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

Government Support: Local/County (\$)

Cash support derived from grants or appropriations given for this proposal by agencies of the local or county government, or a proportionate share of such grants or appropriations allocated to this proposal.

Government Support: State/Regional (\$)

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

Grant Award

The dollar amount of a grant award approved by the Arts Council of Hillsborough County for a project, program, or general program support as outlined in the application

Grant Award Agreement

The document by which the Grantee enters into a contract with the Arts Council of Hillsborough County for the management of grant funds.

Grant Award Letter

The letter signed by the authorized representative of the Arts Council of Hillsborough County and countersigned by the grantee. The grant award letter contains the grant award amount, applicable rules, regulations, and any special conditions of the grant award. When the countersigned award letter is returned to the Arts Council, a grant award agreement is established between the Arts Council of Hillsborough County and the grantee.

Grant Period

The time for the use of the grant award as set forth in the grant award agreement

Grantee

An organization receiving a grant award from the Arts Council of Hillsborough County

Marketing (\$)

Include all costs for marketing/publicity/promotion specifically identified with the proposal. Do not include payments to individuals or firms which belong under the "Personnel," category or "Outside Professional Services." Typically, this includes

costs of newspaper, radio, and television advertising; printing and mailing of brochures, fliers, and posters, etc. when directly connected to the proposal.

Other Private Support (\$)

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

Other Revenue (\$)

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

Outside Professional Services-Artistic (\$)

Payments to firms or persons for the 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 or programming. Include 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, etc. serving in non-employee/non-staff capacities. You should include 1099 personnel here.

Outside Professional Services-Other (\$)

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 or programming. You should include 1099 personnel here.

Personnel - Administrative (\$)

Payments to employees for salaries, wages, fees, and benefits specifically identified with the project or programming, 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 supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel. Include W2 personnel here.

Personnel - Artistic (\$)

Payments to employees for salaries, wages, fees, and benefits specifically identified with the project or programming for programmatic personnel including

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. Include W2 personnel here.

Personnel - Technical/Production (\$)

Payments to employees for salaries, wages, and benefits specifically identified with the proposal, 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. Include W2 personnel here.

Proposal Costs

All allowable expenditures incurred by the grantee in accomplishing the grant.

Project End Date

The last date of fiscal activity in the project for which assistance is requested.

Project Start Date

The first date of fiscal activity in the project for which assistance is requested.

Remaining Operating Expenses (\$)

All expenses not entered in other categories and specifically identified with the proposal. Include non-structured renovations, improvements, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, photographic supplies, publication purchases, sets and props, insurance fees, trucking, shipping, and hauling expenses not entered under "Travel."

Rent - Venues (\$)

Payments for rehearsal, theatre, hall, gallery, and other such spaces.

Total Cash Income

Means all revenue received by an organization during a fiscal year and recognized in the organization's independent certified audit or attested financial statement.

Travel (\$)

Include airfare, hotel, and other lodging expenses, and car rental costs, etc.

For transportation not connected with travel of personnel and for trucking, shipping, or hauling expenses see "Remaining Operating Expenses."