



New Jersey State Council on the Arts Glossary

Este documento también está disponible [en español](#).

The following terms are used throughout the Council's funding programs and are presented here to assist applicants. Should you have any questions, please reach out to the [Arts Council staff](#).

Arts Discipline Categories

Organizations should select the artistic category that most closely characterizes the predominant activities of their organization. Descriptions and definitions of the artistic categories are available below. Contact the appropriate Program Officer to discuss your organization's category.

Arts Basic to Education: Arts Basic to Education organizations have a primary focus on arts learning and arts instruction for all ages. Organizations whose programming focuses on arts learning or arts instruction more than 50% of the time should select this category. Please review the [Arts Education Special Guidance](#) for more information.

Program Officer: Samantha Clarke, 609-984-7019 | samantha.clarke@sos.nj.gov.

Dance: Organizations in this category produce or present dance.

Program Officer: Jessica Gaines, 609-292-4524 | jessica.gaines@sos.nj.gov.

Folk and 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. Folk artists are the practitioners who learn these arts in community settings by watching, practicing, and working with other community members. Organizations in this category document, produce, and/or present folk and traditional arts. Please review the [Folk and Traditional Arts Special Guidance](#) for more information.

Program Officer: Kim Nguyen, 609-292-4495 | kim.nguyen@sos.nj.gov.

Literary Arts: Organizations in this category present, publish, and/or disseminate all literary forms.

Program Officer: Jessica Gaines, 609-292-4524 | jessica.gaines@sos.nj.gov.

Media Arts: Organizations in this category produce and present film, audio (radio/sound installations), video, and technological art.

Program Officer: Lindsay Dandeo, 609-984-7020 | lindsay.dandeo@sos.nj.gov.

Multidisciplinary: Organizations in this category produce and present arts events in two or more artistic disciplines, none of which predominate. Those with a predominant or overarching discipline should apply in that discipline. For example, organizations that provide education more than 50% of the time should select Arts Basic to Education.

Program Officer: Diane Felcyn, 609-633-1244 | diane.felcyn@sos.nj.gov.

Music: Organizations in this category present and/or produce music and/or music programs.
Program Officer: Lindsay Dandeo, 609-984-7020 | lindsay.dandeo@sos.nj.gov.

Performing Arts Presenting: Organizations in this category solely present performing artists and companies.
Program Officer: Lindsay Dandeo, 609-984-7020 | lindsay.dandeo@sos.nj.gov.

Service: Organizations in this category further the interests of artists, creators, arts organizations, and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects. Contact the Program Officer in the appropriate discipline for assistance in this category.

Theatre: Organizations in this category produce or present all forms of theatre genres, including storytelling and opera.
Program Officer: Jessica Gaines, 609-292-4524 | jessica.gaines@sos.nj.gov.

Visual Arts: Organizations in this category produce or present visual arts, including crafts. Program Officer: Diane Felcyn, 609-633-1244 | diane.felcyn@sos.nj.gov.

Access

Giving equitable opportunity to everyone along the continuum of human ability and experience.

Accessibility

Includes the practices, models, and methods for providing an equal experience and opportunity for a person with a disability/disabled person. The person with a disability/disabled person must be able to obtain the same information, the same experience, or the same opportunity as fully, equally, and independently as a person without a disability.

Accommodations/Interpreters

Services provided to persons with disabilities in order to improve accessibility of arts programming.

Administrative Personnel

Individuals employed or contracted by an organization to perform duties related primarily to the management of the organization.

Administrative Salaries and Fees

Salaries, fees, and the cost of benefits paid to administrative personnel.

Agency Administrator

Name of the employee at the applicant's organization with the authority to make commitments on behalf of the organization and to carry out and coordinate the required activities associated with the grants process. This person should also be the SAGE primary contact.

Allocations to Cash Reserves

Funds an organization places in an income-bearing account for the purpose of building cash reserves.

Allowable Income and Expenses

Income or expenses deemed by the Arts Council to be permissible in figuring total operating expenses and income to determine funding amounts. Examples of allowable operating income and expenses include: ticket sales income, grants, contributions, specific salaries, artist fees, marketing expenses, equipment rental, program costs, supplies, prorated salaries, rent, or utilities; or other prorated expenses, etc. See also Ineligible Expenses on Page 8.

Artistic Personnel

Individuals or groups employed by an organization to create, curate, design, perform, or produce artistic work presented by the organization.

Artistic Salaries and Fees

Salaries, fees, and the cost of benefits paid to artistic personnel.

Arts Integration

An interdisciplinary teaching practice through which non-arts and arts content is taught and assessed equitably in order to deepen students' understanding of both. Arts integration activities are typically considered ineligible for grant funding support, as the Council primarily focuses on arts learning activities.

Arts Learning

Learning specifically focused to allow students to develop skills in, and experience of, a range of art techniques and processes. Arts learning goals are defined by the [NJ Visual and Performing Arts Standards](#).

Arts Organization

An organization whose primary purpose/mission is to create, perform, present, or otherwise promote the visual, performing, or literary arts, and consistently presents that work year-round, with the majority of earned revenue coming from arts-based programs/services. See also non-arts organization.

Assembly Program

A presentation or performance (both interactive and passive with respect to audience participation) in which students are audience members.

At-Risk Grantee

A Grantee may be considered "high risk" if it is determined that a grantee:

- has a history of unsatisfactory performance;
- is not financially stable;
- has a financial management system which does not meet the standards set forth in the contract;
- has not conformed to terms and conditions of previous awards; and,
- is otherwise not responsible.

In the event that the Arts Council determines that an award will be made to such a grantee, it may impose special conditions and/or restrictions (see Contract Specifications), which shall be included in and govern the award and performance of the grantee.

Audit Report

See Independent External Audit.

Authorizing Official

Individual legally empowered to submit an application.

BIPOC

An acronym that stands for “Black, Indigenous, and People of Color.”

Board-Approved

A document that has a signature of the board president or board authorized official and dated on the day the approval took place. Documentation of the approval must also be included in the board meeting minutes.

Calendar Year

Budget year that runs from January 1 through December 31.

Capital Acquisitions

Examples include collections, archives, land, buildings, assets under development, machinery, vehicles, website or software development, or computing devices. Capital acquisitions are typically considered ineligible for grant funding support.

Capital Assets

Those assets of an organization, including buildings, equipment, and facilities that are intended for long-term ownership and use.

Capital Improvement

Improvements to capital assets that increase their value, or otherwise benefit the owner of the improved asset. A permanent change or restoration of a property that increases its value, extends its useful life, or adapts it to new uses. A capital improvement is different from a repair.

Charities Registration

Administered by the New Jersey Division of Consumer Affairs, the Charitable Registration & Investigation Section administers and enforces the provisions of the Charitable Registration & Investigation Act (CRI Act). All applicants for Arts Council grants must be compliant with their [Charities Registration](#).

Community

The individuals or groups identified by an organization/independent artist as those for whom the organization’s activities are intended.

Community Engagement

An ongoing relationship between two or more parties/groups that results in active involvement beyond collaboration or partnership in a single activity. Community engagement includes a strategic process with the direct purpose of working with and alongside an identified group of people affiliated by geographic proximity, special interest, or affiliation in order to identify and address issues, needs, and desires that affect the community’s wellbeing.

Contract Specifications

A grantee's contract may contain special conditions that govern the award and performance of the grantee.

Contracted Services

Services rendered under contract to another party (agency, school, organization, company, or individual), and revenues derived from such services.

Congressional District of Applicant

District of the U.S. House of Representatives in which "Applicant's" business address is located. Find your Congressional representative [here](#).

Contract/Grant Agreement

The Arts Council grant awards require the organization receiving funds to enter into a legally binding agreement with the state that specifies services and requirements to be completed during a given timeframe in exchange for the grant award.

Curricular

The courses or course of study offered by an institution. Curricular programs typically carry credit. Curricular activities are considered ineligible for grant funding support.

Demographic Diversity

Population differences such as gender, age, race, socioeconomic status, ability, etc.

Depreciation

The systematic charging of the diminished value of fixed assets to annual expenditures.

Direct Costs

Those expenses directly billed to the applicant's arts program(s) by invoice and/or transfer of funds, and documented as a dollar amount on the organization's financial statement.

Disability

An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Division of Revenue

An office in the State of New Jersey Department of Treasury. All applicants for Arts Council grants must be current and compliant with their annual reporting requirements with the [Division of Revenue & Enterprise Services](#).

DUNS number

Applicant Data Universal Numbering System (DUNS) Number. The DUNS Number has been removed from SAM.gov. This system has transitioned into the UEI System. See Unique Entity ID.

Endowment

Investment funds that remain in perpetuity, and generate interest income.

Equality

Providing the same resources to everyone, independent of their needs. Equality is an outcome, not a strategy.

Equity

The fair treatment, access, and opportunity for all people, while identifying and eliminating barriers that have prevented participation from historically underrepresented populations.

Federal Employer Identification Number (FEIN)

The Federal Employer Identification is a unique number that identifies the organization to the Internal Revenue Service.

Fiscal Sponsorship

A contractual relationship that allows a person, group, or business to advance charitable or other exempt activities with the benefit of the tax-exempt status of a sponsor organization or individual. Fiscal sponsorships are not eligible for Arts Council funding opportunities.

Fiscal Year

Budget year that runs on a 12-month period other than January 1 through December 31.

Financial Stability

The ability of an organization to generate the financial resources necessary to support current and planned activities, as measured by the organization's prior record and the soundness of budgetary estimates and projections.

Final Report

Most grant programs require the grantee to submit a written report at the conclusion of a grant period that describes the results of the funded project and/or activities. Final reports typically ask for details and evidence based on things like outcomes achieved, the number of individuals who benefited, where they live, how funds were spent, and how successful the work was overall. Final payments are contingent upon approval of the completed final report.

Form 990

A 990 form is an annual IRS tax form that tax-exempt nonprofit organizations must file to provide information about their mission, programs, finances, and accomplishments. The form is publicly available and helps the IRS, the public, and the states evaluate and oversee nonprofits. A form 990-N postcard does not satisfy 990 requirements for any Arts Council grant programs.

Grant Contact

Individual who is best able to provide information regarding application content and activities described in the grant application and who has the authority to represent the organization.

Grant Document Extension

A document extension form is required when an organization is unable to submit a required document (contract, audit, Form 990, final report, et. al.) by the deadline date. Grant Document Extension requests are subject to review by the Arts Council.

Grant Period

The period defined by the start date and end date in which the project, program, or general support will be accomplished as stated in the grant guidelines. Grant funds must be fully expended within the grant period. Encumbrances do not apply.

Grant Period Extension

Funds awarded from the Arts Council must be spent or encumbered (obligated in a contract, purchase order, or other formal commitment) by the end of the grant period. If an organization is not able to spend/encumber all the grant funds or complete the funded activities within the grant period, it must file a Grant Period Document Extension Request. Grant period extensions are subject to approval by the Arts Council.

Half-Time Administrative Staff Person

Eligible organizations are supported administratively by at least one salaried (not contracted) employee working, at minimum, 20 hours a week. This individual must be available during regular business hours, be responsible for the administrative responsibilities of the organization, and be authorized as the SAGE contact. Applicants are strongly cautioned not to hire staff in order to access Arts Council funds. Evidence of this requirement is required at time of application.

Historically Underrepresented Populations

Groups who have not received access to, or those whose representation in, activities, programs, or services has been disproportionately low relative to their representation in the service area, or those who have been denied access and/or experienced discrimination. Examples can be due to, but not limited to, geography, income, age, race, ethnicity, sexual orientation, gender identity, cultural difference, disability, or other circumstances. Also known as underserved populations.

Hospitality Cost

Expenses related to receptions, food/beverage service, catering, restaurants, bars, food, or beverage. Hospitality costs are ineligible for grant funding support.

In Good Standing

An Arts Council grantee who is current with all requirements associated with its grant. In the event the grantee is unable to meet a deadline, it must have a grant documentation extension request in place.

Independent Artist

Artists making work unaffiliated with an institution or organization.

Independent External Audit

An examination of the financial records, accounts, business transactions, accounting practices, and internal controls by an independent (no affiliation to organization) auditor. Organizations receiving \$100,000 or more in combined state and/or federal grant support are required to submit an audit to the Arts Council no later than 6 months after the completion of the organization's fiscal year. The total amount of state and federal grant support determines the type of audit. Federal/State grants totaling \$100,000 to \$750,000 require a "Yellow Book" Audit, \$750,000 and above require a Single Audit. It is the responsibility of the organization and independent auditor to determine the type of audit that is required.

Indirect Costs

Those expenses not directly billed to the applicant's arts program(s) by invoice and/or transfer of funds.

Ineligible Expenses

The Arts Council lists the following as non-allowable operating/programmatic expenses, unless stated otherwise in specific grant program guidelines. Organizations may not include these items in their organizational/project budget charts but should detail them in the budget notes and/or supplemental charts in order to fully understand the organization's full financial picture.

- Borrowed fund payments (including but not limited to loans, credit, etc.)
- Capital acquisitions (e.g. collections, archives, land, buildings, assets under development)
- Capital improvements (including website/software development)
- Cash reserve/surplus allocations
- Curricular and certificate programs, courses, or course of study offered by an institution
- Deficits or replacements of funds
- Endowment contributions
- Equipment/machinery valued at \$5,000 and above with an estimated useful life of more than one year
- Foreign travel (project grants may contain out-of-state travel restrictions)
- Fundraising events
- Hospitality costs (including food and beverage)
- Housing/Home office workspace rental for employees (Temporary housing for artists/project-related personnel is allowable.)
- Investments
- Prohibited telecommunications and video surveillance services and equipment ([2CRF 200.216](#) and [.471](#))
- Re-grants
- Scholarships
- Student publications
- Vehicles

Grant funds may not be used to make contributions to the following: any persons who hold, or are candidates for an elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum. Grant funds may not be used for any lobbying activities.

In-Kind Contribution

Any contribution of service, equipment, supplies, printing, space, or other property made by an individual, organization, or business to an organization, as distinguished from a monetary donation. In-kind services may not be included in an applicant's cash budget or be used to match (part of) an NJ State Council on the Arts grant, but may be described in the application as part of an organization's overall operations.

Inclusion

Refers to the intentional, ongoing effort to ensure that diverse individuals fully participate in all aspects of organizational work, including decision-making processes. It also refers to the ways that diverse

participants are valued as respected members of an organization and/or community. Diversity includes population differences such as gender, age, race, socioeconomic status, ability, etc.

Independent Contractor

A person, business, or corporation that provides goods or services under a written contract or a verbal agreement. Unlike employees, independent contractors do not work regularly for an employer but work as required. Also known as 1099 employees.

Justice-Impacted

Any individual who has contact or interaction with the court system, inclusive of arrests, convictions without incarceration, incarceration, detainment, drug courts, child protection cases, probation, intervention programs, probation, jails/prisons, and/or workhouses.

LGBTQ+

An acronym that stands for lesbian, gay, bisexual, transgender, and queer. The “+” indicates further sexual orientations and/or gender identities and expressions.

Local Impact

An organization has local impact if it primarily serves audiences from less than three New Jersey counties. It may also be considered having local impact if less than 30% of the audience currently served is from outside the county in which the organization is located.

Long-Term Residency

Teaching artist-led experience that engages participants in 10-days or more of sequential, arts learning activities.

Lower-Income Communities

Describes geographic areas with poverty rates at or above the statewide poverty rate per the U.S. Census Bureau.

Match

A match is a form of cost-sharing the expenses of an organizational or project budget. For example, a 1:1 match means 50% of the (project or organization’s) expenses must be covered by the applicant by non-Arts Council and NJ Department of State funding sources.

Meaningful Impact

Meaningful impact is evaluated by how well the applicant meets the evaluation criteria defined in the grant guidelines. Applicants may also wish to review the grant rubric to assess their application’s impact.

Multi-County Impact

Programming serving audiences across a three or more county region of New Jersey. See Regional Impact.

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.

Multi-Missioned Organization

An organization whose primary purpose or mission is dedicated to more than one discipline (e.g. arts, humanities, and history).

NJSTART

The State of New Jersey's eProcurement portal. Registration with NJ Start is required in order to receive grant award payments. [Register for NJSTART](#).

Non-Arts Organization

An organization that does not feature the arts as its primary mission, features more than one subject in its mission, and/or does not consistently offer arts-based programming throughout the year. See Arts Organization.

Older Adults

Individuals 55 years of age or older.

One-Time or Short-Term Workshop

A session of limited duration (one day or less) in which students and/or educators are actively engaged in learning a skill or subject.

Panelist

Panelists work as grant evaluators. They are unaffiliated with the applicants. Panelists work as a group to review and evaluate grant proposals and collaboratively make recommendations to the full Arts Council by identifying the highest quality proposals based on the assessment criteria/rubric explained in grant guidelines.

Public Art

Works of art in any medium that have been planned and delivered with the direct intention of being staged or sited in the physical public domain, usually outside or in public buildings and accessible to all.

Regional Impact

An organization has regional impact if it serves audiences across three or more New Jersey counties. At least 30% of audiences served must reside outside the organization's home county. If any county comprises less than 7% of the organization's total audience, it may not count towards the multi-county requirement.

Evidence demonstrating the counties in which audiences reside is required throughout the grant application and reporting process. Accurate methods of measurement that will successfully count as evidence include systematic recording of zip codes/counties through door surveys, audience interviews, program follow-up assessments, program registration, and ticket sales. Examples of ineligible methods of measurement are: website/social media analytics, mailing lists, or email lists.

Rural Communities

The U.S. Census Bureau describes rural locations as "any population, housing, or territory not in an urban area."

Seasonal Arts Organization

An organization whose primary purpose or mission is to create, perform, present, or otherwise promote the visual, performing, or literary arts, and presents that work during a specific season or time period, with the majority of earned revenue coming from arts-based programs/services.

Sequential Learning

An approach to teaching and learning that is systematically organized and presented over a period of time so as to bring students to a progressively fuller understanding and/or mastery of the subject.

Statewide Impact

An organization has statewide impact if it serves audiences across 18 or more New Jersey counties. If any county comprises less than 3% of the organization's total audience, it may not count towards the statewide requirement.

Evidence demonstrating the counties in which audiences reside is required throughout the grant application and reporting process. Accurate methods of measurement that will successfully count as evidence include systematic recording of zip codes/county through door surveys, audience interviews, program follow-up assessments, program registration, and ticket sales.

Teaching Artist

A professional who has dual careers – one as a practicing artist, the other as an educator. Teaching artists acquire training in educational techniques and made education central to their career, in addition to being a working artist. Teaching artists work in many settings, such as schools, museums, hospitals, correctional facilities, and more.

Technical Personnel

Individuals employed or contracted by an organization for technical management and staff services (e.g. technical directors, stage managers, exhibit preparators, installers, wardrobe, lighting, and sound crews, stagehands, video, and film technicians).

Technical Salaries and Fees

Salaries, fees, and the cost of benefits paid to technical personnel.

Unique Entity ID (UEI)

UEI - a generated series of numbers and letters in the System for Award Management ([SAM.gov](https://sam.gov)) - is the official identifier for doing business with the government. The UEI has now replaced the former DUNS number. There is no cost to [obtain a UEI](#). All grantees must have a UEI in order to be considered eligible for grant funding.

Venue

Facility or location where arts activities take place.

END OF GLOSSARY