New Jersey State Council on the Arts

GLOSSARY

Este documento también está disponible en español.

The following terms are used throughout the Arts Council's funding programs and are presented here to assist applicants and grantees. Should you have any questions, please reach out to the appropriate Program Officer.

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.
Program Officer: Samantha Patel Clarke, 609-984-7019 (Relay 711), samantha.clarke@sos.nj.gov.

Dance

Organizations in this category produce or present dance.
Program Officer: Jessica Gaines, 609-292-4524 (Relay 711); 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.
Program Officer: Sally Van de Water, 609-875-4948 (Relay 711); sally.vandewater@sos.nj.gov.

Literature

Organizations in this category present, publish, and/or disseminate all literary forms.
Program Officer: Stella Baldwin, 609-690-8313 (Relay 711); s.baldwin@sos.nj.gov.

Media Arts

Organizations in this category produce and present film, audio (radio/sound installations), video, and technological art.
Program Officer: Stella Baldwin, 609-690-8313 (Relay 711); s.baldwin@sos.nj.gov.

Multidisciplinary

Organizations in this category produce and present arts events in two or more artistic disciplines (listed within the Arts Discipline Categories of this Glossary), none of which predominate. Those with a predominant or overarching discipline should apply in that discipline. For example, organizations that provide education or instruction in various disciplines (art, music, dance, etc.) more than 50% of the time should select Arts Basic to Education.
Program Officer: Diane Felcyn, 609-633-1244 (Relay 711); diane.felcyn@sos.nj.gov.

Music

Organizations in this category present and/or produce music and/or music programs.
Program Officer: Stella Baldwin, 609-690-8313 (Relay 711); s.baldwin@sos.nj.gov.

Performing Arts Presenters

Organizations in this category solely present performing artists and companies.
Program Officer: Jessica Gaines, 609-292-4524 (Relay 711); jessica.gaines@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: Lindsay Dandeo, 609-984-7020 (Relay 711); lindsay.dandeo@sos.nj.gov.

Visual Arts

Organizations in this category produce or present visual arts, including crafts.
Program Officer: Diane Felcyn, 609-633-1244 (Relay 711); 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

Removing barriers (program, employment, and/or architectural) to ensure nondiscrimination on the basis of disability, affording individuals with disabilities equal opportunity to participate in the arts, and in all areas of society. An example would include providing American Sign Language interpretation at an event or performance.

Accounting

There are two general methods of accounting—the cash basis method and accrual basis method. Under cash basis accounting, revenue and expenses are recorded when cash is actually paid or received. Under accrual basis accounting, revenue is recorded when it is earned and expenses are reported when they are incurred. IMPORTANT: The Arts Council accepts only cash basis accounting in its applications, contracts, and final reports. See cash basis accounting.

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.

Allocations to Cash Reserves

Funds set aside in an income-bearing account to build organizational 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 non-allowable income and expenses.

Americans with Disabilities Act (ADA) Coordinator

A person designated with responsibility for leading and coordinating the activities necessary to ensure compliance with the Americans with Disabilities Act of 1990, Federal Rehabilitation Act of 1973, and all other related pertinent laws and regulations. The Council's ADA Coordinator is Lindsay Dandeo, 609-984-7020 (Relay 711).

Applicant Cash/Grantee Cash

Refers to the portion of income (cash on hand/available liquid assets) that the applicant/grantee will pay from its own budget. Sources can include contributions from endowments, cash reserves, accumulated surpluses, et. al. The funds must be recorded in the Applicant Cash section of the corresponding budget chart.

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.

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.

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 participants to develop skills in, and experience of, a range of art techniques and processes. School-based 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 present that work at least 10-

months of the year, with the majority of earned revenue coming from arts-based programs/services. See Non-Arts Organization.

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

Audit/Form 990
The State of New Jersey requires organizations to complete an annual audit or Form 990 no later than six months after the end of their fiscal year. Attachment A of the contract includes a link to the circular that fully explains these audit requirements. Attachment A also lists the audit category assigned to the organization. Grantees should review this with their financial advisor to confirm that the category is correct based on the organization's federal and state grant funding for the fiscal year.

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 Improvements
A capital improvement is 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.

Cash Basis Accounting
All Arts Council budgets (income and expenses) must be filled out in cash basis accounting.

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

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.

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 Engagement
An ongoing relationship between two or more parties/groups that result 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.

Congressional District of Applicant
District of the U.S. House of Representatives in which Organization's business address is located.

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.

Crediting Requirements
Grantees must clearly acknowledge Arts Council support in their programs and related promotional material including publications and websites. Acknowledgments must follow the

crediting language and logo guidance provided in the Visual Identity Manual of the grant contract's Attachment D.

Curricular
The courses or course of study offered by an institution. Curricular programs typically carry credit and may contribute to a participant's graduation, certification, or completion of a degree or coursework. 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 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 Americans with Disabilities (ADA) Act as a person who 1) has a physical or mental impairment that substantially limits one or more major life activities, or 2) has a history or record of such an impairment, or 3) who is perceived by others as having such an impairment. The ADA Amendments Act further states that the definition of disability should be construed in favor of broad coverage of people to the maximum extent permitted by law, and should generally not require an extensive analysis.

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 System for Award Management (SAM) and Unique Entity ID (UEI).

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.

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.

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.

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 does not satisfy 990 requirements for any Arts Council grant programs. See also Audit/Form 990.

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 throughout the life cycle of the grant. The grant contact must be available during regular business hours to communicate with their Program Officer.

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 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 for a grant period request through the Document Extension Request. Grant period extensions are subject to approval by the Arts Council.

High-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.

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 as part of grant expenditures.

In Good Standing

An Arts Council grantee who is current with all requirements associated with its grant.

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 Artist
Artists making work unaffiliated with an institution or organization.

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.

Indirect Costs
Those expenses not directly billed to the applicant's arts program 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 can detail them in the budget notes for panelists/program officers to fully understand the organization's full financial picture.

- Borrowed fund payments (including but not limited to mortgages, 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
- Depreciation
- 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.)
- In-kind contributions

- Internships associated with college/university credit
- Investments
- Prohibited telecommunications and video surveillance services and equipment (2CRF 200.216 and .471)
- Regrants
- Scholarships
- Student publications
- Vehicles

Grant funds may not be used to make contributions to 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 Arts Council grant, but may be described in the application as part of an organization's overall operations.

Interim Conversation

Interim Conversations replaced the Arts Council's Interim Report. The conversation format allows grantees to share adjustments in planning, organizational success and challenges, and questions or feedback for the Arts Council. Program Officers schedule the interim conversation with their docket of grantees in the early part of the calendar year annually. Exceptions may include top-of-cycle application years.

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.

Local Impact

An organization has local impact if it primarily serves audiences from less than two New Jersey counties. It may also be considered having local impact if less than 51% of its programs, services, and activities take place in New Jersey.

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. See Rubric.

Multi-County Impact

Programming serving audiences across a two or more county region of New Jersey. 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.

Evidence demonstrating program, service and/or activity investment can be demonstrated through budgets and program calendars, etc.

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 NJStart 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 and rubric explained in grant guidelines.

Public Art
Works of art in any media 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.

Rubric
A rubric is defined as a tool that articulates the expectations for a grant application by listing criteria, and for each criterion, describing levels of quality. Criteria are used in determining the level at which the applicant meets expectations as determined by an independent panel of reviewers. Markers of quality give applicants a clear idea about how to demonstrate a certain level of mastery or proficiency.

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 (less than 10 months a year), 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.

Site Visit
Program Officers will conduct one site visit for grants with multiyear cycles once per grant cycle. Like interim conversations, site visits provide grantees another opportunity to share organizational updates and provide Program Officers the opportunity to see the organization’s facilities and to meet other members of that organization.

Strategic Plan/Strategic Program Plan

A well-defined strategic plan/strategic program plan aligns relevant aspects of an organization (GOS) or program (GPS) towards achieving common goals, fostering unity, and ensuring long-term success. It is an essential framework for organizations striving for sustainability, viability, and growth. Plans must include the active date range and date of board approval.

System for Award Management (SAM)

All applicants must have a Unique Entity Identifier (UEI), be registered with the System for Award Management (SAM), and maintain an active SAM registration throughout the life of the award. See also Unique Entity Identifier (UEI).

Teaching Artist

A teaching artist is a practicing artist who works to deliver arts learning experiences that are informed by artistic processes, are engaging and relevant, and are developmentally appropriate for students of all ages and in all settings. They are dual-careered individuals, both as a practicing artist immersed and knowledgeable in their art form(s), but also as an instructor that is trained in educational techniques and approaches.

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, a generated series of numbers and letters in the System for Award Management (SAM.gov), is the official identifier for doing business with the government. The UEI has now replaced the former DUNS number. To obtain a UEI, please visit this sam.gov link for more information. There is no cost to obtain a UEI. All grantees must have a UEI in order to apply for grant funding.

Venue

Facility or location where arts activities take place.

Year-Round Programming

Year-round programming is programming that takes place at least 10-months of the year.