



# GRANT TERMINOLOGY

The grants community is diverse, and so is the terminology we use to talk about roles and aspects of the grants lifecycle. Spokane Arts Grant Awards (SAGA) aims to be a low-barrier, user-friendly, and community-driven program. Here is a glossary of grant terminology as used in the SAGA program.

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## A

**Accessibility:** The extent to which programs or services offered by applicants can be reached or obtained by those who want or need them. A grant proposal which aims to increase accessibility to the arts includes the following aims: Increases the availability of the arts, especially among underserved populations.

**Activity:** The functional elements of a program or services offered.

**Administrative Costs:** Expenses incurred on a general basis, which are not directly associated with a specific program or department. These expenses include staff salaries (not artistic staff salaries and fees), the cost of general services such as accounting along with office supplies, telephone, electric bills and postage. This term is usually used when grouping expenses that are necessary to the continued functioning of an organization.

**Applicant:** A party requesting a grant who registers with an applicant account type, who is applying to receive grant funding from SAGA.

**Application:** A request for financial support of a project or activity submitted to a funder.

**Application Number:** When an application has been successfully submitted to SAGA, the online system assigns a unique number to that application. Applicants should keep a record of the application number and reference it when communicating with Spokane Arts Fund about their application.

**Art:** Work created or performed within an artistic discipline.

**Artist:** An individual who creates or performs works of art within an artistic discipline. This includes beginning/amateur artists, such as students, not yet seriously committed to the discipline, as well as lifelong learners taking art classes. Application from individuals must be submitted by an individual working artist: See also **Working Artist**.

**Artist Collaboration:** A mutually beneficial and well-defined relationship entered into by two or more organizations, individuals, or communities, that pool resources and talents to achieve better results than likely to be achieved individually. Collaboration among artists is defined as someone who is a "co-owner" of the project, not someone who provides services as a "work for hire" participant in the project. See also **Collective**.

**Artist Statement:** For SAGA purposes, an artist's statement should be an explanation of your style. When writing your statement consider including your audience, your purpose or motive, the materials and medium in which you work, the subject of your work, the theories and methodologies that influenced your work, your own personal perspective or background.

**Artistic:** Artistic is defined as demonstrated mastery of skills and techniques, professional approaches to process and presentation, and/or communication of unique vision or perspective.

**Artistic Merit:** Sometimes known as Artistic Excellence. SAGA uses Artistic Merit in the review criteria in which the evaluation of a grant proposal is based on evidence that the organization or individual is providing programs/services of high artistic quality. See **Artistic**.

**Artistic Samples:** At least one electronic work sample is required for all SAGA applications. The work sample must be submitted electronically through the online grant application, and are a representation of the work of the artist or arts organization. Can be past or current work, sketches or designs of ideas.

**Arts Organization:** An organization [local arts agency, art museum, orchestra or other music group, dance or theater company, film or literary society, arts center, etc.] which dedicates 51 percent or more of its budget to producing, presenting or sponsoring arts events or to providing arts services.

**Arts Participation:** A grant proposal which aims to create performances, exhibitions and/or lifelong learning programs.

**Assessment:** The process of collecting and analyzing information to make judgments. SAGA has an independent Selection Panel who makes an assessment of each grant application.

**Audit:** An examination of grant records and financial accounts for accuracy and legal compliance which may lead to recommendations for corrective action. SAGA undergoes annual audit.

**Authorized Official:** The individual, named by the applicant or organization, who is authorized to act for the applicant and to assume the obligations imposed by the laws, regulations, requirements, and conditions that apply to SAGA grant applications or grant awards.

**Award:** An award is a funder's agreement to contribute funding to a specific project or operation. When a funder approves an award, a formal notice is sent to the recipient. This notice is usually in the form of a grant contract.

**Award Date:** The date in which the grant funds are awarded to the grantee.

**Award Notification:** An official document signed by Spokane Arts stating the amount and the terms and conditions of a SAGA award.

**Award Number:** The identifying number for a SAGA grant award issued by Spokane Arts.

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## B

**Budget:** The financial plan for the project or program that the applicant supplies to the granting agency. It includes all income, both committed and pending, and includes all expenses needed in order to operate. Budgets also include in-kind support. Most budgets for nonprofit organizations equal zero, after expenses are subtracted from income.

**Budget Period:** An interval of time into which a project period is divided for budgetary purposes, usually twelve months. SAGA's budget period is for no more than twelve months, but will accept shorter budget periods.

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## C

**Capital Campaign:** Fundraising specifically for the cost of an asset, including endowment purposes, buildings, construction or equipment. The cost of an asset (land, building, equipment), including the cost to put it in place. A capital cost for equipment includes the net invoice price and the cost of any modifications, attachments, accessories, or auxiliary apparatus to make it usable for the purpose for which it was acquired. Other charges, such as taxes, in-transit insurance, freight, and installation, may be included in capital costs. For the purposes of SAGA, fundraising for permanent art, such as sculpture, are not considered capital campaigns.

**Certification:** A statement, signed by an applicant or grantee as a prerequisite for receiving funds, that it (1) meets or will adhere to certain conditions and/or (2) will undertake or not undertake certain actions.

**Close Date:** The deadline designated by the grant-making agency designated for submission of a particular grant application. For SAGA, there are four grant rounds with close dates. Also see **Deadline**.

**Collective:** For the purposes of the SAGA process, a collective is defined a group of two or more artists who are working together, usually under their own management, towards shared aims. Collectives do not have to possess a nonprofit status or have a fiscal sponsor. Collectives can be small for-profit organizations.

**Community Foundation:** A 501(c)(3) organization, usually considered a public charity, that makes grants for specific purposes in a specific community or region. Funds are derived from many donors and held in an endowment that is independently administered. SAGA is not part of a community foundation.

**Community Impact (Service to Community):** Review Criteria/ Evaluation which is based on evidence that the organization or individual is committed to serving the Spokane community. Community is defined as the constituents served by the applicant, and can be based on artistic discipline, geography, or it can be culturally based.

**Competitive Grant:** The process used by a funders to select applications for funding, in which subject-area experts score applications and only applications with the highest scores are considered for funding. SAGA uses a Selection Panel (see below) which scores in areas of Artistic Merit, Management, and Community Impact.

**Contract:** Essentially, a contract is a legally binding document in which the parties make promises to deliver a product or service in exchange for consideration (usually money.) A grant on the other hand is when one party grants funds to another party to do something, in reasonable hopes that the task can be accomplished. A grant contract is the agreement between the grantee and the grantor that indicates the terms of how the money will be used, reported on, and how money is to be returned in the case of default.

**Contractor:** An entity or a person that receives money from the grantee in order to complete their project. For example, a trades contractor who has a level of expertise in building or framing a stage set up for an event. Sometimes contractors are listed under expenses in project budgets.

**Creative Economy:** The people, enterprises, and communities that transform cultural skills, knowledge, and ideas into economically productive goods, services, and places.

**Cycle:** A cycle, or grant cycle refers to the Beginning and End of the designated grant program, for example, the 2017 Grant Cycle is underway and begins January 1 and ends December 31, 2017. \*Not to be confused with the grant **Rounds**

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## D

**Deadline:** The designated date in which the grant application closes. SAGA has four grant rounds, each with a deadline, in which the grant application closes, and no more submissions are allowed. See also **Close Date**.

**Deficit:** The spending of more dollars than the organization/ individual takes in.

**Development Expense:** Cost of fundraising expenses. Includes cost of soliciting donors and costs associated with fundraising events.

**Discipline:** The primary focus of an arts activity as defined among the following fields: Media Arts, Visual Arts, Writing, Humanities, Theater, Music, Dance, Storytelling, Crafts, Other. See **Interdisciplinary**.

**Diversity:** The fact or quality of difference in terms of ability, age, belief, culture, ethnicity, gender, language, race and sexual orientation.

**Download:** Transferring data (usually a file) from another computer to the computer you are using.

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## E

**Education:** Arts education is an umbrella term that refers to (a) a comprehensive and sequential education in separate and distinct artistic disciplines; (b) participation in the arts experience i.e. attending a performance or an exhibit; and (c) engagement in the arts using the tools and techniques of arts integration to learn across content areas.

**Effectiveness (Management & Financial):** SAGA selection panel reviews grant applications based on Effectiveness. Evaluation is based on evidence that the organization or the individual has and/or will successfully carry out the mission or the project plan. Will include the ability to develop and organize the operational means necessary to support the activities and may include prior records of success and the soundness of the plan of action.

**Employer Identification Number:** The Employer Identification Number (EIN) is a 9-digit number assigned by the Internal Revenue Service. Sometimes known as federal tax ID number, or Tax Exempt Number.

**Endowment:** Financial support kept permanently by an institution and invested to provide income to support programs or operations.

**Evaluation Criteria:** Standards by which a SAGA grant application will be evaluated.

**Evaluation of Program:** The process of collecting and analyzing data on various aspects of a program, usually for the purpose of planning and goal setting. Includes analyzing data to focus on “what’s working and what needs to be improved.” and summative analysis to investigate “what’s been achieved” by an arts organization or individual. SAGA encourages an evaluation of programs as part of a strong management plan in a grant application.

**Expiration Date:** The date specified in the grant award notification after which expenditures may not be charged against the grant unless to satisfy obligations committed before that date.

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## F

**Folk Artist:** An individual maintaining a traditional art form learned informally (orally or by example) within the artist's own traditional culture and not learned through books or classes.

**Foundation Support:** Income from grants given by private foundations.

**Funding:** See also Grant Funding. Grant funding is non-repayable funds disbursed by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often (but not always) a nonprofit entity, collective, or an individual.

**Funding Activity Year:** The dates of activities for which grant assistance is requested. Dates must fall within a twelve-month period of time for SAGA.

**Funding Period:** The period of time when grant funding is available for obligation by the recipient. At the beginning of the funding period, SAGA gives the grant award. At the end of the funding period, SAGA requires a grant report.

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## G

**General Operating Support:** See **Operating Support**.

**Genre:** Specific sub categories within each discipline (for example, literature, poetry, fiction, and creative nonfiction).

**Grant:** Grant funding is non-repayable funds disbursed by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often (but not always) a nonprofit entity, collective, or an individual.

**Grant Administrator:** The Spokane Arts staff person in charge of designing and administering the SAGA grant program. This person does not select grant recipients.

**Grant Report:** Grantees are required to supply a grant report one year after funds are distributed. The grant report helps a grant making institution measure its impact and learn from the grantees' experience.

**Grantee:** A person or organization to whom a grant is made. Also a recipient.

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## H

**Humanities:** The disciplines of history; philosophy; literature; foreign languages (both classical and modern); linguistics; comparative religion; ethics; archaeology; jurisprudence; art history, theory, and criticism; and philosophical approaches to the social sciences.

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## I

**Income:** Present funds and resources (for example, revenues which are earned income, support which is unearned income, such as cash contributions and grants).

**Individual Applicant:** A registered applicant user who submits applications on their own behalf. Individuals sign the grant application and its associated certifications and assurances that are necessary to fulfill the requirements of the SAGA application process.

**In-Kind Donations:** The monetary value of donated services, venues or products. An applicant, another organization, business, or individual may provide in-kind contributions.

**Interdisciplinary:** An inter-disciplinary art work integrates more than one arts discipline into a single work. Examples might be a) dance integrated with text, an on-stage musician, and a media collage in one work, or b) an installation involving visual arts, film, and sound art. Inter-discipline does not include musical theatre which is reviewed as a genre within the broader discipline of Theatre.

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## J

**Jury:** A jury (a knowledgeable committee) review an artist's work based on technical skill, creativity, the medium, and/or other requirements. However, SAGA selects grant winners based on a Selection Panel.

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## K

**Key Personnel:** The individuals who contribute to the development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant.

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## L

**Letter of Support:** A letter of support can come from a partner organization, major donor, grant maker, government representative, business or other key stakeholders. It provides a compelling and persuasive reason a grant funder should support your grant application or proposal. SAGA grant applications have optional letters of support.

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## M

**Management:** Review criteria that is based on evidence that the organization or the individual has and/or will successfully carry out the mission or the project plan. Will include the ability to manage, develop and organize the operational means necessary to support the activities and may include prior records of success and the soundness of the plan of action.

**Marketing Costs:** Publicity or promotion costs. Includes costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, and posters; and publicity or advertising.

**Match:** An amount of eligible hard cash and/or donated services that is estimated to fund the portion of a grant proposal not covered by grant funds. Unlike SAGA, most granting organizations required matching funds. For example, a 1 to 1 match is when a foundation grants an artist \$1,000 and the artist matches grant with \$1,000.

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## N

**Narrative:** Grant applicant's written proposal description which includes who, what, why, where, when, and how the objective or project will be carried out.

**Nonprofit Organization:** Any corporation, trust, association, cooperative, or other organization that is recognized by the IRS as Nonprofit, and, (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (b) Is not organized primarily for profit; and (c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

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## O

**Objectives:** Statements defining the desired outcome of proposed activities and identifying the persons to be served. Objectives should be attainable, measurable, and limited to a specific time period.

**Operating Support:** Operating support, or general operating support, "gen op," refers to grants made to support a nonprofit's mission rather than specific projects or programs. This is also known as unrestricted or core support as it allows the grantee to use the funds to strengthen the organization or further its charitable purpose as they see fit. When individual artists apply for Operating Support, it allows the grantee to use funds to strengthen their core vision and work as an artist, and use the funds as they see fit.

**Optional Forms:** The forms that can be used to provide additional support for an application, but are not required to complete the application package, such as letters of support.

**Organization Budget:** All funds budgeted for an organization's operations, activities, programs, and services during a fiscal year. Operating funds do not include capital funds, endowment funds, reserve funds or any other funds not allocated to the annual operating cycle of the organization. SAGA requires large organization to provide an organizational budget.

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## P

**Partnership:** A mutually beneficial relationship between entities that is characterized by cooperation and responsibility toward the achievement of a specified goal.

**Pass-Through Funding:** Funds issued by a grant maker to an organization or individual, in the form of a grant, that are then transferred to other organization or individual in the form of a grant or gift. The first organization or individual is referred to as the "prime recipient" of the pass-through funds. The secondary recipients are referred to as "subrecipients." SAGA does not support pass-through grant funding.

**Permanent Residency:** SAGA requires that individual artists who apply and receive SAGA funding must maintain permanent residency in the Spokane region during the grant funding period.

**Public Art:** Works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain. It is typically outside and accessible to the public.

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## Q

**Question:** Application questions that require a response, so as to elicit information from the grant applicant.

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## R

**Recipient:** A person or organization to whom a grant is made. The term recipient does not include subrecipients.

**Reimbursements:** Amount refunded for costs incurred or expenses paid. SAGA does not fund reimbursements for past projects or art works.

**Review Criteria:** Grant applications are judged on the following criteria: Review Criteria #1 Artistic Merit; Review Criteria #2 Effectiveness (Management & Financial), Review Criteria #3 – Community Impact (Service to Community)

**Rounds:** SAGA has four grant rounds within the 2017 grant cycle. Each round represents a grant application opening, closing, and selection of grant recipients. \*Not to be confused with grant **Cycle**.

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## S

**Sample of Work:** A selection of an individual or organization's body of work. See **Artistic Sample**.

**Scope of the Project:** Project scope is the part of project planning that involves determining and documenting a list of specific project goals, deliverables, features, functions, tasks, deadlines, and ultimately costs. In other words, it is what needs to be achieved and the work that must be done to deliver a project. NOTE: Significant changes in the scope of the project may result in cancellation of an awarded grant.

**Selection Panel:** The selection panel is made up of five Spokane-based individuals with diverse backgrounds and experience in the arts. They base their decisions on the following criteria: Review Criteria #1 Artistic Merit; Review Criteria #2 Effectiveness (Management & Financial), Review Criteria #3 – Community Impact (Service to Community)

**Strategic Planning:** A disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, when it does it and why it does it. If you are applying for general operating support only, you are required to include a basic Strategic Plan that covers one or more years, includes goals, and shows a work plan.

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## T

**Tax Exempt Number** is also known as an Employer Identification Number (EIN) is a 9-digit number assigned by the Internal Revenue Service. Sometimes known as federal tax ID number.

**Target Audience:** The specific community/communities for whom the programming or project activity is provided.

**Teaching Artist:** A practicing professional artist with the complementary skills and sensibilities of an educator, who engages people in learning experiences in, through, and about the arts.

**Ticket Sales:** Revenue/income derived from the sale of entry passes to specific shows, services, or seasons exclusive of membership dues for membership cards, newsletters, etc.

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## U

**Underserved Population:** People who genuinely lack access to arts programs, services, or resources for geographic, economic, cultural, social, physical, or other demonstrable reasons. The term “population” can refer to a group of people with common heritage, regardless of whether they live in the same area.

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## V

**Vision Statement:** A road map, indicating both what you want to become and guiding transformational initiatives by setting a defined direction for an individual or organization’s growth. ... future-oriented: describes where you are going rather than the current state.

**Visual Arts:** The visual arts are art forms such as ceramics, drawing, painting, sculpture, printmaking, design, crafts, photography, video, filmmaking, literature, and architecture. Many artistic disciplines (performing arts, conceptual art, textile arts) involve aspects of the visual arts as well as arts of other types.

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## W

**Working Artist:** A “working artist” is defined as a person who has received training in an artistic discipline or tradition, and/or self-identifies as professional artist, meaning that they attempt to derive income from work in which they use their expert artistic practices and skills. While serious artistic activity performed as a hobby or as part of volunteer community service may be considered eligible, the most successful grant applicants will have demonstrated a history of artistic accomplishment and a sustained commitment to deepening and expanding their artistic work. SAGA application from individuals must be submitted by an individual “working artist.”

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## X

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## Y

**Youth:** An individual 21 years old or younger. Considered an underserved population in Spokane region.

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## Z

**Zero Budget:** A zero budget is when the balance is zero after expenses are subtracted from income. SAGA does not require a zero budget.

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