

HAA GRANT GLOSSARY OF TERMS

ADMINISTRATIVE/ARTISTIC STAFF: [See PERSONNEL]

ADMISSIONS: Income derived from the sale of admissions, tickets, subscriptions, etc. for events directly attributable to or prorated to the project.

APPLICANT: The person responsible for implementing the fellowship/project, complying with the grant guidelines requirements, and receiving grant funds. This is also the person to contact for additional information about the application.

NOTE: If funded, the applicant will be the one to receive the check.

APPLICANT CASH: Funds from an applicant's present or anticipated resources that the applicant will provide to the proposed project that is not received from other income sources.

APPLICATION [eGrant ©] FORM: The online form in which grant applicants provide narratives and budgets about their requests.

APPLICATION NARRATIVE: [See NARRATIVE QUESTIONNAIRE]

ARTISIC FEES: [See PERSONNEL]

ARTISTS INVOLVED: The total number of artists directly involved in providing art or artistic services that are specifically identified with the project. Include living artists whose work is represented, regardless of whether the work was provided by the artist or by an institution.

ARTIST STATEMENT: 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.

ARTIST TEAM/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. **NOTE:** Team members must select one person to apply as the "primary" applicant. This person will assume responsibility for compliance with program guidelines. [See APPLICANT above]

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.

AUTHORIZING OFFICIAL: Name of the person with authority to legally bind the applicant.

CAPITAL EXPENSES: For the purposes of Houston Arts Alliance grants, capital expenses include the purchase of non-expendable equipment over \$300, property, renovations and construction.

CASH EXPENSES: [See TOTAL CASH EXPENSES]

CASH MATCH: Income that the applicant uses to match Houston Arts Alliance's grant award, if projected expenses exceed \$5,000.00. [PROJECT APPLICANTS ONLY]

CITY OF HOUSTON: The City of Houston lies in three counties: Harris [583.450 sq. mi.], Fort Bend [8.080 sq. mi.], and Montgomery [2.598 sq. mi.]. Harris County contains part or all of 35 incorporated areas. Only applicants that can be verified as residents of the City of Houston for the 24 consecutive months prior to the application deadline can apply for Houston Arts Alliance Individual Artist Grants.

COMPETITIVE GRANTS: A funding category in which grant requests are evaluated on a "competitive" basis. The Grants & Services staff does not present an evaluation and funding recommendation to the panel; all qualified application proposals and support materials are presented directly to the peer review panel, competing with other requests solely on the basis of information and materials provided by the applicant. These categories are indicated in the program guidelines.

CONFLICT OF INTEREST: Every person involved with Houston Arts Alliance's grant-making process must make known any affiliations which may conflict, or appear to conflict, with the objective evaluation of a funding proposal. Any person in conflict with an applicant under review may not participate in any discussions or votes concerning grant recommendations or decisions for that application.

CONTRACTED SERVICES: Income derived from fees earned through sale of services. Include income from workshops paid by other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

CORPORATE CONTRIBUTIONS: Cash support derived from contributions given by businesses and corporations, including sponsorships or underwriting.

HOUSTON ARTS ALLIANCE: A nonprofit 501(c)(3) charitable organization dedicated to advancing the arts in the metro Houston area. Houston Arts Alliance Grants & Services program provides funding and technical assistance to small, medium and large nonprofit arts and cultural organizations through several programs. The Individual Artist Grant Program supports individual artists' creative efforts through project and fellowship grants.

DEFICIT: Amount of expenses in excess of income for the year.

DESCRIPTION SHEET: [See SLIDE SCRIPT/DESCRIPTION SHEET]

EXPENSES: Monetary costs required to complete the project.

FEI/SSN NUMBER: Federal Employee Identification Number for applicant organization [tax exempt number]. Individuals should use their social security number.

FELLOWSHIP FOR EMERGING ARTIST: *New Works Fellowship Grant for Emerging Artists*, defined as artists who have actively and continually pursued their profession for less than three years. The artistic accomplishments documented on an artist's resume and in examples of work are critical in making a judgment regarding his/her ability as an emerging artist. An artist who has specialized training in his or her field (not necessarily gained in an academic institution), who has practiced as a professional artist continually for less than three years, and who has created a modest independent body of work.

FELLOWSHIP FOR GENERAL FELLOWSHIP: *New Works Fellowship Grant for Established Artists*, defined as experienced artists who have actively and continually pursued their profession for more than three years. This should be evidenced in the artistic samples submitted. The artistic accomplishments documented on an artist's resume and in examples of work are critical in making a judgment regarding his/her ability as an established artist.

FINAL REPORT: A financial and programmatic accounting of a grantee's implementation of its Houston Arts Alliance's grant. Failure to submit a final report will result in ineligibility to receive further Houston Arts Alliance support.

FINANCIAL INFORMATION FORM: A form used to detail a budget showing income and expenses of a project. Houston Arts Alliance project budgets are structured so that your request amount is the difference between other project income and project expenses. A proper budget will show that total anticipated expenses equals total anticipated income.

FISCAL AGENT: Organization with tax exempt status under IRS code 501[c][3] that serves as the legal applicant for a non-tax exempt organization or group of individuals. Houston Arts Alliance does not accept fiscal agents.

FOUNDATION CONTRIBUTIONS: Cash support derived from grants given by private foundations.

FULL-TIME STUDENT: Applicants must be at least 18 years of age to apply directly to Houston Arts Alliance programs. If you are an individual artist who is over 18 years of age and enrolled in a degree program, you are NOT eligible to apply. You must NOT be enrolled in a degree program as a student at the time of application or throughout the grant period.

FUNDING CRITERIA: The evaluative qualities, detailed in statute, that Houston Arts Alliance uses in determining which projects are funded. The evaluative criteria may be expanded in program categories with specialized requirements.

FY: Fiscal year. Houston Arts Alliance's fiscal year runs from July 1 [of one calendar year] through June 30 [of another calendar year].

OTHER PUBLIC SUPPORT:

- **FEDERAL:** Cash support derived from grants or appropriations given by agencies of the federal government. [Specify name of agency giving funds, i.e. National Endowment for the Arts or Humanities]
- **LOCAL:** Cash support derived from grants or appropriations given by city, county, in-state regional, and other local governmental agencies. [Specify name of agency giving funds]
- **REGIONAL/STATE:** Cash support derived from grants or appropriations given by agencies of the state government and/or multi-state consortia of state agencies [i.e. Texas Commission on the Arts or Mid-America Arts Alliance]. This does not include Houston Arts Alliance grant request. [Specify name of agency giving funds]

GRANT AMOUNT REQUESTED: Amount of funding requested from Houston Arts Alliance.

GRANT PERIOD: Beginning and ending dates of activities relating to grant. See Guidelines for each program.

GRANT YEAR: The period as regulated by an Agreement received by Houston Arts Alliance grantees detailing the programs or services to be provided in exchange for public funds, and the terms governing the successful completion of the grant. Houston Arts Alliance has one Grant Year, which is July 1 to June 30.

HOTEL OCCUPANCY TAX: A tax imposed on a person who pays for a room or space in a hotel costing \$15 or more each day. Local hotel taxes apply to sleeping rooms costing \$2 or more each day. See complete details of the state of Texas Hotel Occupancy Tax Code at www.capitol.state.tx.us/statutes/ta/ta0035100.html.

IAG: Individual Artist Grant.

INCOME: Money received to complete the project.

INDIVIDUALS BENEFITING: The total number of individuals who were directly involved in the funded activity as artists, non-artist project participants or audience members between the grant or project start and end dates. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the "Artists Participating" and "Youth Benefiting" fields, Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. If actual figures or fact-based estimates cannot be secured, as may be the case with certain broadcast projects, large outdoor events or Internet-based projects, please provide a reasonable estimate.

IN-KIND CONTRIBUTIONS: The fair market dollar value of documented non-cash contributions to the project/program that are provided to applicant by volunteers or outside parties at no cash cost to applicant. Volunteer time is calculated at minimum wage unless the volunteer is donating services that he/she provides as part of his/her profession, in which case time is calculated at that person's professional rate. Donated materials should be calculated at fair market value. Only donated items that are directly involved in the project/programs described in the application should be included. Items or services unrelated to the project or program, even though received by the applicant, are not eligible. In-kind contributions must be well-documented. In-kind items cannot be part of CASH match.

INTERDISCIPLINARY: Activities that include more than one arts discipline that are combined to create a single work. The collaborative work creates one piece. [See definition of MULTIDISCIPLINARY below]

INDIVIDUAL CONTRIBUTIONS: Cash income derived from cash donations by individual persons. Include donations or tickets from fundraising events and individual memberships, such as a " Friends of" organization.

INTEREST: Income from investments and/or endowments.

MARKETING AND PROMOTION: All costs for marketing, publicity, and promotion specifically identified with the project/program such as media, brochures, flyers, posters, etc.

MATCHING REQUIREMENTS: There is no matching funds requirement for Individual Artist Project awards; however, artists are encouraged to identify outside cash and/or in-kind support for the project. If the project budget exceeds \$5,000, the applicant is required to identify the other sources of funding for the project.

MATERIALS/SUPPLIES: Items needed for the creation or completion of a project such as paint, paper, fabric, that are not permanent [non-expendable] equipment or capital expenses. [See CAPITAL EXPENSES above]

MULTIDISCIPLINARY: Activities that include more than one arts discipline but result in separate pieces of work. [See definition of INTERDISCIPLINARY above]

NARRATIVE QUESTIONNAIRE: A series of questions, unique to each funding category, that the applicant answers as part of the application form. When the answers are displayed to the Grants & Services staff and peer review panelists, they form a descriptive narrative of the work to be undertaken for which funding is requested.

OTHER EARNED INCOME: Income derived from sources other than those listed. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, etc.

OTHER EXPENSES: Any other cash expenses not indicated on the Financial Information Form.

OTHER PROFESSIONAL FEES: Payments to firms or persons for non-artistic services such as legal, financial, etc. If applicable to your proposal, artists will be asked to submit appropriate documentation to support the expense[s].

PEER REVIEW PANEL: Peer panels, consisting of objective and knowledgeable arts professionals, artists, community and corporate volunteers and others with arts expertise, evaluate each application using the published funding criteria. Panelists meet to discuss and score each eligible application; their scores are totaled and averaged for each application following the panel meetings.

PERMANENT/CONDITIONAL RESIDENT CARD: The Permanent Resident Card is issued to all Permanent Residents as evidence of alien registration and their permanent status in the US. The Permanent Resident Card [either unconditioned or conditioned] can be used to prove employment eligibility in the US when completing the Form I-9 for a new employer.

PERSONNEL

- **ADMINISTRATIVE:** Payments of proportionate or appropriate share of employees' salaries, wages, and benefits on a regular basis [includes fringe benefits like FICA, Workman's Compensation, health insurance, etc.].
- **ARTISTIC:** Payments for employees' salaries, wages, and benefits made to artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, and so on.
- **TECHNICAL/PRODUCTION:** Payments for salaries, wages, fees and benefits for technical directors, wardrobe, lighting, sound designers and crew, stagehands, video and film technicians, exhibit preparers and installers. If applicable to your proposal, artists will be asked to submit appropriate documentation to support the expense[s].

PROOF OF RESIDENCY: Applicants are required to submit photocopies of lease agreements, voter registration cards, utility statements, tax return and other documents that prove 24 consecutive months of Houston residency prior to the application deadline. Documentation should be in the applicant's name and dated to verify the length of time the individual has resided in the City of Houston. [See RESIDENCY VERIFICATION below]

PROFESSIONAL ARTIST: An artist who earns or attempts to earn 51% or more of his/her living through the practice and production of his/her art or craft is a professional.

PROJECT/EVENT LOCATION[S]: Indicate where the project, program, or event is scheduled to take place.

PROJECT PERIOD: Dates within which Houston Arts Alliance funds will be spent and activities will take place. Activities should take place within Houston Arts Alliance's grant period, July 1 to June 30.

PUBLIC PERFORMANCE: An activity that is open to the general public and to which any person has access. It does not include activities for which attendance is not voluntary or for which institutional membership is a requirement for admission.

RESIDENCY VERIFICATION: Residency is based on the applicant's physical residence [home], not on a P.O. Box, studio/workspace or other property that might be owned by the applicant. Grants & Services staff verifies residency location through the Harris County Tax Office website [www.tax.co.harris.tx.us].

RESIDENT ALIEN: Applies to non-U.S. citizens currently residing in the United States. The term is applied in three different manners: Permanent Resident, Conditional Resident, and Returning Resident. For the purposes of this grant, applicants must be either permanent or conditional residents [<http://uscis.gov/graphics/howdoi/PermRes.htm#welcome>]. [See USCIS below]

SASE: Self-addressed, stamped envelope.

SPACE RENTAL: Payments specifically identified with the project for rental of theater, hall, gallery, and other spaces. This should not be the artist[s] personal studio.

STAFF REVIEW: The first step of Houston Arts Alliance grants process in which a Grants' staff member reviews application materials, and on occasion meets with applicants, either in person or by telephone, to discuss the current funding proposal.

SLIDE SCRIPT/DESCRIPTION SHEET: A one-page document used to accompany and describe slides/images or other artistic materials submitted in support of grant applications.

SUBTOTAL CASH INCOME: Total cash income of the project, including project receipts and all income, but not including Houston Arts Alliance grant request.

SUPPORT MATERIALS: Materials such as slides, videotapes, CDs, cassettes, resumes, flyers, brochures, newsletters that grant applicant submits in support of each Houston Arts Alliance request. The required support materials list is found at the end of each category description in the Guidelines.

SUPPLIES AND MATERIALS: Materials necessary for the completion of the work. EXCEPTION: see CAPITAL EXPENSES above.

SURPLUS: Amount of revenue in excess of expenses for the year.

TECHNICAL/PRODUCTION: [See PERSONNEL]

TEXAS PUBLIC INFORMATION ACT [formerly TEXAS OPEN RECORDS ACT]: Houston Arts Alliance grants are funded from public tax dollars and, as such, grant records may be subject to the Texas Public Information Act. Applications submitted to Houston Arts Alliance become the property of Houston Arts Alliance and are subject to review by members of the public upon request [www.oag.state.tx.us/AG_Publications/txts/2004publicinfohb_3_01.shtml].

TOTAL CASH EXPENSES: Cash expenses of the project that do not include in-kind contributions, capital expenses or depreciation.

TOTAL CASH INCOME: Total of applicant income sources plus Houston Arts Alliance grant request.

TRAVEL/LODGING: All costs directly related to the travel of an individual or individuals involved in the project or program. Include fares, hotels, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. that are not already included in the artist fee. Travel should be limited to those expenses related to local travel to or within the City of Houston.

USCIS: U.S. Citizenship and Immigration Services [formerly U.S. Immigration and Naturalization Service]. The USCIS is responsible for the administration of immigration and naturalization adjudication functions and establishing immigration services policies and priorities [<http://uscis.gov/graphics/index.htm>].