2025 RAC Grant Application Glossary

Accessibility: Accessibility refers to the extent to which programs or projects offered by applicants can be reached or obtained by those who want or need them. Accessibility also refers to giving equitable access to everyone along the continuum of human ability and experience. Accessibility encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings—it's not just about the physical environment it is also about access to and representation in content for all. (also see *Diversity, Equity, Inclusion*)

Analysis Stage: The final of 4 stages in the grantmaking system and process, analysis signifies the reporting stage following the grant management stage. In this stage, grantees submit their final reports closing out the grant cycle. (also see *Grantmaking Process)*

Appeal Process: The appeal process allows for a review of the implementation of the decision-making process concerning a grant application. It is not intended to impose a different review of the panel's scoring and/or comments about the review panel's decision. Rather, it provides an opportunity to ensure that the decision was reached in a manner consistent with the published application guidelines.

Art Commission: An art commission is the process of hiring an artist to create artwork based on the client's request. A client may be an individual or organization that is private, corporate, or governmental.

Artist Collective/Co-Creators: Artist collective/co-creators is a group of two or more artists working as an artist collective or as co-creating artists. An artist collective/co-creator team consists of at least two consistent members who have a history of creating together. These artists work together, usually under their own management, on work or a project or toward shared aims.

Arts and Culture Non-profit Organization (Local): An arts and culture organization is a 501(c)(3), not-for-profit registered in the state of Missouri and with the Internal Revenue Service (IRS), with a primary mission to produce, present and/or promote arts and culture within St. Louis City and/or St. Louis County.

Arts and Culture Programming: Arts and culture programming refers to a program or project with a primary purpose of creating and/or presenting art in its various forms and/or showcasing the customs, arts, social and cultural institutions, and achievements of a particular nation, people, or other social group.

Assessment/Evaluation: Assessment/evaluation is the process of measuring the effectiveness of a program. Evaluations are often conducted using data collected from program participants, audiences, staff, or other stakeholders. Assessment/Evaluation results can be used to improve program effectiveness and/or to inform decision-making.

Balanced Budget: A balanced budget is a program or project budget where the revenue and expenses are equal.

BIPOC: BIPOC is the acronym for "Black, Indigenous and People of Color."

Budget: A budget is the financial document that communicates the expected income and expenses for a specific period of time. Budgets may be used as a tool to track actual performance against planned performance and to make mid-course corrections as needed.

Collaboration OR Partnership: A collaboration or partnership is a strategic alliance that is intended to achieve greater impact than any entity could create on its own. These alliances exist along a broad spectrum of approaches, ranging from less integrated associations and coalitions to more highly integrated joint programming and shared services. These mutually beneficial relationships between two or more organizations (not including funders) are characterized by cooperation and responsibility toward the achievement of a specified work/project or goal.

Community Benefit: Community benefit refers to an artist's or organization's ability to leverage its capacity and efforts to support community priorities. (also see *Review Criteria*)

Community Engagement: Community engagement is the process of working intentionally and collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of the specified group of people.

Contingency Plan: A contingency plan is a provision for an unforeseen circumstance or event (e.g., an expense line in a budget for incidental expenses.)

Creatives: Creatives refers to artistic or cultural workers and professionals such as teaching artists, designers, artisans, curators, cultural producers, stage managers, theater and music technicians, art handlers, preparators, cinematographers, etc.

Critical Review: A critical review is a published analysis or critique of a presentation / show / performance / exhibition that evaluates the strength and/or weakness of said presentation's execution, ideas, or content.

Cultural and/or Artistic Essentials: Cultural and/or artistic essentials refers to what is extremely important and/or necessary for the success of the program or project. (also see *Review Criteria*)

Deadline: A deadline/due date is the designated date in which the grant application closes. Applications will not be accepted after the deadline/due date.

Decision-Making Stage: The second of 4 stages in the grantmaking system and process, decision making signifies the review stage following the request stage. In this stage, the application is reviewed for eligibility, rated by reviewers, given a final rating following review discussions. (also see *Grantmaking Process*)

DEI: DEI is the acronym for Diversity, Equity & Inclusion. DEI promotes the fair treatment and full participation of all people, including populations who have historically been under-represented or subject to discrimination because of their background, identity, disability, etc. (also see *Diversity, Equity, Inclusion*)

Diversity: Diversity refers to the various demographic characteristics of people, taking into account elements of human differences. This includes but is not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political perspectives. (also see *DEI, Equity, Inclusion*)

Employer Identification Number (EIN): The Employer Identification Number is the 9-digit number assigned to an organization by the Internal Revenue Service (IRS). Also known as a Federal Tax ID Number or Federal Tax-Exempt Number.

Equity: Equity refers to the implementation of fair and just practices that are without bias, thereby allowing all people to realize fair and just engagement, treatment, benefits, and opportunities. Equity strives to identify and eliminate barriers to full participation. (See also *DEI, Diversity, Inclusion*)

Fiscal Sponsorship: Fiscal sponsorship is a formal arrangement in which a 501(c)(3) public charity sponsors a project that may lack exempt status. This alternative to starting one's own nonprofit allows the fiscally sponsored project to seek grants and solicit tax-deductible donations under the sponsor's exempt status. It is also an option for one-time projects that

may be eligible for charitable donations. Please note: for RAC, fiscal sponsorship is only allowable for program support applicants, not artist support applicants.

Fiscal Year: Fiscal Year is the 12-month period of an organization's financial operations. Most organizations operate either on a calendar year (January – December) or a fiscal year (July – June).

Final Grant Report: A final grant report is the written accounting that grantees are required to submit at a time specified by RAC after funds are distributed and spent. The final grant report is part of the Analysis Stage of the grantmaking process. (also see *Analysis Stage*)

Financial Risk: Financial risk is the possibility of financial loss or other situations that could prevent an organization from fulfilling its mission. Financial risks can include: loss of funding (fluctuations in funding sources, or termination of funding from other bodies); unforeseen financial obligations (straining the organization's resources); refers to the risk of losing money; fraud; non-compliance (failing to meet tax-exempt status requirements); destruction of physical assets. (also see *Risk, Reputational Risk*)

Goal: A goal is the end result one wants to achieve. In the RAC application process goals are considered broad and big picture. (also see *SMART Framework, Objective, Outcome*)

Grantmaking Process: There are 4 stages in the GMS process: 1. *Request*; 2. *Decision-making*; 3. *Grant Management*; 4. *Analysis*.

Grant Management Stage: The third of 4 stages in the grantmaking system and process, grant management signifies the action stage following the decision-making stage. In this stage, contracts/agreements are signed, payments are made to grantees, programming commences, and grantees notify RAC staff of any changes to proposed programming. (also see *Grantmaking Process*)

Grants Management System (GMS): The Grants Management System is an organizational tool (an application or program) that helps funding entities administer a grants process. Please note: RAC utilizes Blackbaud as a service-provider of its GMS.

Inclusion: Inclusion is the measure of the quality of representation, such as full access, authentic representation, empowered participation, belonging, and power-sharing. Inclusion is a qualitative measure of representation and participation. (also see *DEI, Diversity, Equity*)

In-Kind Contributions: In-kind contributions are goods or services contributed to the organization by individuals, other agencies, or businesses that have demonstrable cash value. These may include items such as donated or discounted space and equipment rental, printing, advertising costs, professional services, and other labor, etc. In-kind

contributions are valued at fair market price and must be capable of being verified upon request.

Local Focus: Local focus refers to a program or project that occurs within St. Louis City or St. Louis County.

Low Cost: Low cost refers to admission to arts and culture activities with a cost of $10 or less.

Non-Arts Organization: A non-arts organization is a 501(c)(3) organization registered in the state of Missouri whose primary mission is not related to the arts and culture. Examples include educational, health, religious, youth development, human services, recreational, and community development organizations.

Nonprofit Organization: A nonprofit organization is an entity that is recognized as tax-exempt in the state of Missouri and has achieved 501(c) status with the Internal Revenue Service (IRS). A nonprofit organization (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.

Objective: Objective refers to what will be done to work on achieving the goal. In the RAC application process objectives are attainable, measurable, and limited to a specific period. (also see *SMART Framework, Goal, Outcome*)

Organizational Capacity: Organizational capacity consists of a wide range of capabilities, knowledge, and resources that an organization needs to be effective. The components of organizational capacity relative to high performance include governance and leadership; mission, vision, and strategy; program delivery and impact; strategic relationships; resource development; and internal operations and management.

Organizational Grant: An organizational grant is unrestricted grant funding that enables an organization to carry out its mission. The funding can be used for a variety of purposes including but not limited to underwrite an organization's administrative and infrastructure costs, and/or to maintain core programs and essential staff.

Organizational Health: Organizational health for nonprofits is defined as the state of well-being, productivity, and effectiveness that results when an organization achieves its full potential in terms of performance, financial stability, and employee satisfaction.

Outcome: An outcome refers to the ultimate result of pursuing the goals and objectives set. Outcomes are measured in an effort to report on whether or not the goals and objective were achieved. (also see *SMART Framework, Goal, Objective*)

Partnership: see *Collaboration/Partnership*

Proof of Residency Documentation: Proof of residency documentation is verification that an applicant currently resides in St. Louis city or county and has done so for at least the prior year. Proof of residency documentation includes the following: voter registration card, utility bill (phone, water, gas, electric, trash, sewer, internet, and cable), W2, 1099 Form, income tax receipt, property/real estate tax receipt, insurance card (auto, renter's, homeowner's), automobile registration, housing documents (mortgage, mortgage statement, fully executed leasing agreement).

Public Art: Public art refers to a permanent or temporary installation of art in a publicly visible and/or accessible location.

Reputational Risk: Reputational risk stems from events that cause an entity to experience an embarrassment or threat to its brand. (also see *Financial Risk, Risk*)

Resident: A resident is a person who lives within St. Louis City or St. Louis County.

Revenue Streams: Revenue streams refer to a mix of income sources that may include member dues, events, selling merchandise, individual donations, major gifts, foundation grants, corporate giving, and sponsorships.

Review Criteria: Review Criteria refers to the standards that organizations or individuals must meet to be considered for RAC funding. RAC review criteria consist of:
1. Cultural and/or Artistic Essentials; 2. Community Benefit; 3. Capacity & Sustainability.

Risk: The likelihood that an event will occur that will cause some type of undesirable effect. (also see *Financial Risk, Reputational Risk*)

SMART Framework: A method for setting clear and attainable goals that uses the acronym SMART, which stands for: **Specific** – the objective is clear and states what will be done and who will do it; **Measurable** – the objective includes how the action will be measured; **Achievable** – the objective is realistic and attainable; **Relevant** – the objective makes sense and fits the purpose of the goal; **Time-bound** – the objective has a specific timeline for completion. (also see *Goal, Objective, Outcome*)

Sustainability: Sustainability is the ability of an individual, organization, or system to survive over time. In the context of a nonprofit, it is an organization that is able to sustain itself over the long term, perpetuating its ability to fulfill its mission. (also see *Review Criteria*)