GRANT 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.

Appeal Process: The appeal procedure 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.

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 for the project or program 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.

Collective: A collective is a group of two or more artists who work together, usually under their own management, on work or a project or toward shared aims.

Community Benefit: Community Benefit refers to an artist's or organization's ability to leverage its capacity and efforts to support community priorities.

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.

Review Criteria: Criteria refers to the standards that organizations or individuals must meet to be considered for RAC funding.

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

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.

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.

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.

Cultural and/or Artistic Essentials: Cultural and/or Artistic Essentials refer to what is extremely important and/or necessary for the success of the program or project.

Fair Wage: A Fair Wage must be comparable to what organizations in the same field pay, in addition to the wage that employees within an organization receive, for doing the same job. The wage must also correspond to the employees' sense of worth, based on their efforts, education, and experience.

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 fiscal 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.

Full-time Employee: A full-time employee is typically scheduled to work 35-40 hours or more per week and is eligible for employee benefits. Employers will issue employees a Form W-2 for tax purposes.

Full-time Equivalent (FTE): An FTE refers to at least one staff member who is paid for full-time employment (see definition for Full-time Employee); for example, an organization could employ two 20-hour per week individuals.

Funding Support Period/Timeline: The funding support period/timeline is from July 1, 2023 through June 30, 2024.

General Operating Support (GOS): General Operating Support 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.

GMS: GMS is acronym for Grants Management System.

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

Goal: A goal is the end result one wants to achieve. In the RAC application process goals are considered broad and big picture.

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 is utilizing 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.

Independent Contractor: Independent contractors are individuals or companies that receive compensation for providing services to an organization but who aren't classified by employment law as an employee.

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.

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 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.

Part-time Employee: A part-time employee works less than the employer-defined full-time work week and may not be eligible for the same benefits as full-time employees.

Proof of Residency Documentation: Proof of residency documentation is verification that an individual or organization is a resident of either St. Louis City or St. Louis County. Items used to document residency include voter registration, automobile registration, income tax or property tax receipt.

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

Qualitative Data: Qualitative data is data that can be observed and/or measured, but not expressed in numerical form. Qualitative data includes items such as opinions, attitudes, and perceptions.

Quantitative Data: Quantitative data is data that can be expressed in numerical form. Quantitative data includes items such as counts, percentages, and averages.

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.

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.