



HUNTERDON COUNTY
CULTURAL & HERITAGE
COMMISSION

FY2017 NJSCA Local Arts Program (LAP) Grant - FINAL REPORT

Funding Period: January 1, 2017 – December 31, 2017

Final Report Deadline: December 8, 2017 by 3:00 PM

This is NOT a postmark date. No Final Report extensions will be given.

Additional Final Report Forms are available at www.co.hunterdon.nj.us/depts/c&h

Final Reports must be typed. Please do not generate your own forms or repaginate. Failure to comply with guidelines will result in pro forma rejection. No Final Report extensions will be given.

Mail To:

Cultural & Heritage Commission
County of Hunterdon
PO Box 2900
Flemington, NJ 08822-2900

Deliver To:

Cultural & Heritage Commission
314 State Route 12 County Complex, Bldg #1
Planning Dept., Suite 140
Flemington, NJ 08822

Questions

Email cultural@co.hunterdon.nj.us

Phone (908) 237-2010 (You may not submit a Final Report via e-mail or fax)

Directions

From the North

Take Route 31 south to the Route 202/31 Circle in Flemington. Proceed west on Route 12 to the third traffic circle. Continue west on Route 12 towards Frenchtown approximately 1.7 miles. Turn left into the Hunterdon County Complex. Building #1 is the first building on the right.

From the South

Take Route 202 south from Somerville to the Route 202/31 Circle in Flemington. Proceed west on Route 12 to the third traffic circle. Continue west on Route 12 towards Frenchtown approximately 1.7 miles. Turn left into the Hunterdon County Complex. Building #1 is the first building on the right.

Project Extension Request: If the project will not be completed within the funding period, a written request for a project extension must be received by December 1, 2017 and is subject to Commission approval.

**CALL (908) 788-1490 TO REQUEST
LARGE PRINT FINAL REPORT FORMS.**

Large
Print

Instructions for Completing the FY2017 LAP Grant Final Report

These instructions are provided to help you in completing the report, and cover many areas where grantees have had difficulty in the past. If you are unsure of anything in the report, please contact the Commission office for assistance.

Where to start:

1. Gather all FY2017 financial, activities and attendance records.
2. Gather all programs, flyers, press releases, and articles relating to the grant project.
3. Have a copy of your original grant application, glossary, and contract on hand.
4. Read the entire Final Report Form and all attachments before you begin answering questions.
5. Complete the Activities and Attendance Record.
6. Complete the Summary of Grant Impact report.
7. Complete the Budget worksheets.
8. Complete Narrative pages, answer all questions completely.
9. Sign and submit original Authorization page.
10. Keep a copy of your final report and all attachments for your records.
11. Retain all financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant for a period of three years following the end of the grant cycle.
12. Submit a complete (see checklist) final report by **3pm, December 8, 2017**.

Checklist, Essay questions, Summary of Grant Impact, Activities and Attendance Record, Authorization

Please answer all questions to the best of your ability. For activities and attendance figures, use documented facts, audience attendance sheets, etc. Realistic figures are essential to the NJSCA and HCC&HC for use in reporting, promoting the arts and informing the legislators and other officials and constituents. Sign in BLUE INK and submit the original.

Organizational Finance Chart – All Applicants (GOS, Project)

Submit financial information as indicated for the grant period only: 01/01/17-12/31/17. *An Excel version of this form is available for download with embedded formulas to calculate your totals.*

Projected Budget Income/Expense Column

To begin working on this page you need a copy of your original grant application and grant contract. Keep the "Glossary" handy as a reference.

- Copy each line amount directly from your application Organizational Budget to the Organizational Budget "Projected Income" and "Projected Expenses" sections.
- If after notification of your award, you requested and received approval for a program change and an amended budget was contained in your grant contract, use the amended budget figures. These figures are the budget the grantee and the HCC&HC agreed to through the award and acceptance thereof, and any major variance from this agreed to budget must be explained. (See "Major Variances" below.)

Instructions Page 2 of 2

Actual Budget Income/Expense Column - List and subtotal all income sources.

- Under “Local Arts Program FY2017 Grant Award”, include the entire amount of the award, even if you have not received the full amount at the time the final report is filed.
- If you received a Cultural & Heritage Special Project award in addition to the NJSCA LAP Grant and if the award was not for another specific purpose, or if your LAP Grant award is not for GOS, enter the amount on line 6 "Government."
- Complete this column using your financial records of actual income and expenses. Do not create your own line items.
- Include grant-funded expenditures. These are actual expenditures, not numbers copied from the initial application. Check your math, or use the Excel version of the form which includes formulas for the calculations.

Finance Chart for Project Grants (only figures for the funded project)

To begin working on this page you need a copy of your original grant application and grant contract. Keep the “Glossary” handy as a reference.

- Copy each line amount directly from the application Project Budget to the Project Grant Finance Chart “Projected Income” and “Projected Expenses” sections.
- If after notification of your award, you requested and received approval for a program change and an amended budget was contained in your grant contract, use the amended budget figures. These figures are the budget the grantee and the HCC&HC agreed to through the award and acceptance thereof, and any major variance from this agreed to budget must be explained. (See "Major Variances" below.)

Actual Budget Income/Expense Column - List and subtotal all income sources.

- Under “Local Arts Program FY2017 Grant Award”, include the entire amount of the award, even if you have not received the full amount at the time the final report is filed.
- If you received a County History Partnership Project (CHPP) award in addition to the NJSCA LAP Grant and if the award was not for another specific purpose, or if your LAP Grant award is not for GOS, enter the amount on line 6 "Government."
- Complete this column using your financial records of actual income and expenses. Do not create your own line items.
- Include grant-funded expenditures. These are actual expenditures, not numbers copied from the initial application. Check your math, or use the Excel version of the form which includes formulas for the calculations.

Major Variances

Once all columns are complete, proceed to check for **major variances**.

- To check for major budget variances, you must first determine the allowable variance for your grant. To do this, take the total "budgeted" and multiply it by 5%. This figure or \$25,000, whichever is less, is your allowable variance. *Each line may vary up to this amount between the "Projected" (Budgeted) and the "Actual" and "Grant Funds" columns.*
- Take the allowable variance figure up to each line item and compare each line across the "Projected" and "Actual Expense" column.
- If any one line goes up or down (+) or (-) between the two by more than the allowable variance, an explanation of why the variance occurred and a request for approval is required.
- The variance explanations should be typed on a sheet of paper and attached directly behind the Organizational Finance Chart. The explanation should be precise and concise and cite the reason and circumstance to justify the variance. **If a budget line did not change or changed less than the allowable variance tolerance, no explanation is required.**

Questions? Contact the Commission office: Phone: (908) 237-2010

Email: cultural@co.hunterdon.nj.us

FY 2017 NJSCA Local Arts Program Grant – Final Report

FINAL REPORT CHECKLIST

Funding Period: January 1, 2017 – December 31, 2017

Final Report Deadline: December 8, 2017, by 3:00 PM

NAME OF APPLICANT: _____

Grant Contact: _____ **Amount of Award:** _____

PLEASE READ THE FOLLOWING REQUIREMENTS CAREFULLY AND RESPOND FULLY.
Incomplete information or a lack of responsiveness may impact the ability of the Evaluation Panel to adequately evaluate your application.

Checklist - Materials should be submitted in the order and format described below. Please complete and attach this checklist to the front of the original application. *Do not include Guidelines in your report packet.*

____ **1. Final Report Narrative** Please answer all questions fully, using complete sentences. Use no more than three pages.

____ **3. Completed Activities and Attendance Record**

____ **4. Finance Charts - Income & Expenses** (see pages 11, 12 & 13 attached)

Add a Financial Narrative to briefly explain:

- (a) any significant changes in income or expenses from the last fiscal year;
- (b) any deficit and how the deficit is being addressed;
- (c) how any surplus is to be used, or indicate any organizational policy with respect to a surplus;
- and
- (d) any other comments.

____ **5. Signed (blue ink), Original Authorization page**

FY2017 NJSCA LAP GRANT - FINAL REPORT

Funding Period: January 1, 2017 – December 31, 2017

Final Report Deadline: December 8, 2017, by 3:00 PM

Grantee: _____

Circle one: GOS / Project

Project name: _____ (as indicated on application)

Contact _____ **email:** _____ **phone:** _____

Amount of grant awarded to your organization (full award amount): \$ _____

Please read all questions and the attached Instructions BEFORE you begin.

1. What was the impact of the NJSCA LAP grant award on your organization?

2. What did you accomplish this year that would not have been possible without this grant support?
How did this impact on the community you serve?

3. Describe the audience that was targeted and served. Did your audience(s) reflect the projected goals and composition you estimated in your application? Describe any unexpected outcomes.

4. Evaluate the effectiveness of your marketing and promotion efforts. Describe the ways you reached out to the community to let them know about your activities.

5. Did your marketing efforts increase/broaden/diversify your audience? Briefly evaluate the success of any outreach efforts you used to broaden or diversify the constituency served, or to reach diverse communities (persons with mental/physical disabilities, children at risk, prisoners, students, minorities, older adults, children, economically disadvantaged people, tourists, artists, etc.)

6. Were there any activities in your application or revised contract that were not completed in the grant period? Which ones? Why?

7. Did you collaborate or establish any new partnerships with other organizations during the grant period? If so, describe with whom you worked and what you collaborated on. Please be specific.

8. Briefly evaluate the overall financial success of your grant funded activities. Were you able to leverage this grant funding into additional financial support? If so, what dollar amount and with whom?
9. Describe any substantial changes in your organization from the time of application to the end of the grant period (such as artistic, programming, managerial, leadership, financial, etc.) Provide a brief explanation for the changes.

GOS Grantees only:

10. If applicable, explain how grant funds were used for administration or for professional development activities.
11. What was the most successful activity funded by this grant award?

SUMMARY OF GRANT IMPACT

Total number of artists participating in this project:

- _____ Adults (exclude senior citizens, people with disabilities; include minorities)
- _____ Senior Citizens (exclude people with disabilities; include minorities)
- _____ Youth (exclude people with disabilities; include minorities)
- _____ People with Disabilities (include adults, senior citizens, youth, and minorities)
- _____ Total number of artists participating in this project (A + SC + Y + People with Disabilities)
- _____ Minorities (include adults, senior citizens, youth, and people with disabilities)

Total number of Board of Trustees/Organization Staff:

- a. _____ Minorities (include adults, senior citizens, and people with disabilities)
- b. _____ Total number of individuals on your Board/Staff (all ages, races and ethnicity)
- c. _____ Divide (a) by (b) = percentage of cultural diversity
- d. _____ Senior Citizens (exclude people with disabilities, include minorities)
- e. _____ People with Disabilities (include adults, senior citizens, and minorities)

**Total number of individuals benefiting (consult Glossary) from this project
(Individuals benefiting = attendance totals on Page 10 + artists participating totals above + Board/Staff a., d., and e. above.)**

- _____ Adults (exclude senior citizens, people with disabilities; include minorities)
- _____ Senior Citizens (exclude people with disabilities, include minorities)
- _____ Youth (exclude people with disabilities; include minorities)
- _____ People with Disabilities (include adults, senior citizens, youth, and minorities)
- _____ Total number of individuals benefiting from this project (A + SC + Y + People with Disabilities)
- _____ Minorities (include adults, senior citizens, youth, and people with disabilities)

Briefly describe the method(s)/report(s) used to determine the answers given above.

Authorization

I understand and agree that the financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant must be retained for a period of three years following the end of the grant cycle. I agree to make available to the Commission for a period of three years following the end of the grant cycle any and all financial records pertaining to the expenditure of Commission grant funds.

I certify that the foregoing information, Activities and Attendance Record, Project Expenditures spreadsheet, and all other attachments are true and correct, and that all expenditures were incurred solely for the purpose of this grant.

Authorized Signature: _____ Date: _____

Sign in BLUE ink.

Title: _____

ACTIVITIES AND ATTENDANCE RECORD

Grantee: _____

- Enter the number of grant-funded public activities in the appropriate column and row.
- Attendance Example: If possible, provide details.

- A** 178 Adults: exclude senior citizens, and people with disabilities; include minorities
- SC** 22 Senior Citizens: exclude people with disabilities; include minorities
- Y** 75 Youth: exclude people with disabilities; include minorities
- D** 25 People with Disabilities: include adults, senior citizens, youth, and minorities

All grant recipients must indicate a Total (T) for each activity.

T 300 Total attendance: **A + SC + Y + D**. Minorities are already included in these figures.

- Although already included in the total above, if possible, indicate the total number of minorities in attendance.

M 32 Minorities: include adults, senior citizens, youth, and people with disabilities.

2017 NJSCA LAP GRANT FUNDED PUBLIC ACTIVITIES	<u>I.</u>	<u>II.</u>	<u>III.</u>	<u>IV.</u>	<u>V.</u>	<u>VI.</u>
	THEATER/ POETRY READINGS	DANCE	LITERATURE	MUSIC	VISUAL ARTS/ CRAFTS	2017 NJSCA LAP GRANT FUNDED <u>PUBLICATION/ RADIO/TV</u>
	ATTENDANCE	ATTENDANCE	ATTENDANCE	ATTENDANCE	ATTENDANCE	
# of Performances _____	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	PUBLICATION Estimate Total Readership _____
# of Exhibitions _____	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	Estimate Total Internet Readership _____
# of Craft Fairs _____	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	RADIO Estimate Total Listenership _____
# of Demonstrations/ Workshops _____	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	Estimate Total Internet Listenership _____
# of Classes (Count each) _____	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	TV Estimate Total Viewership _____
Festival Total # days _____ Total # of events _____	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	A SC Y D _____ T M	Estimate Total Internet Viewership _____
ATTENDANCE TOTALS	<u>I.</u> A SC Y D _____ T M	<u>II.</u> A SC Y D _____ T M	<u>III.</u> A SC Y D _____ T M	<u>IV.</u> A SC Y D _____ T M	<u>V.</u> A SC Y D _____ T M	Grand Total I- V A SC Y D _____ T M

FY2017 LOCAL ARTS GRANT Final Report

ORGANIZATIONAL FINANCE CHART - ALL APPLICANTS (GOS, PROJECT)

NAME OF APPLICANT: _____

Please complete the following financial chart for your organization's operating budget

(fill in ALL blanks with a number or a "0")

INCOME	1/1/17..12/31/17 Projected Budget	1/1/2017...12/31/17 Actual BUDGET	Notes/Comments
A. CONTRIBUTED INCOME			
Corporation Support & Business Support			
Foundation Support			
Government (other than Local Arts Grant Award)			
Memberships, individual donations, other private sources			
LOCAL ARTS PROGRAM FY2017 GRANT AWARD			
B. EARNED INCOME			
Admissions/Subscriptions			
Other (include sales and all investment income to be spent) (Note: itemize on page 12, Section 5A if over 10% of Total Cash Income)			
Contracted Services			
C. TOTAL CASH INCOME	-	-	
EXPENSES			
D. PERSONNEL			
Staff Salaries			
Artist Fees			
Technical/Production Personnel Fees			
E. OTHER OPERATING EXPENSES			
Space Rental & Mortgage Payments			
Administrative Expenses (phone, postage, supplies, insurance, marketing, facility maintenance)			
Technical/Production (non-personnel)			
Other (Note: itemize on page 12, Section 5B if over 10% of Total Cash Expenses)			
F. TOTAL CASH EXPENSES	-	-	
Total Annual (Deficit)/Surplus = (C minus F)	-	-	
Accumulated Cash in Reserve/(Deficit)			

Authorized Signature of Board

Date

FY2017 LOCAL ARTS GRANT Final Report

FINANCE CHART for *PROJECTS (include only figures for the project)*

NAME OF APPLICANT: _____

Please complete the following financial chart (fill in ALL blanks with a number or a "0")

INCOME	1/1/17....12/31/17 PROJECTED Budget	1/1/2017...12/31/17 ACTUAL Budget	Notes/Comments
A. CONTRIBUTED INCOME			
Corporation Support & Business Support			
Foundation Support			
Government (other than Local Arts Grant Award)			
Memberships, Individual Donations & Other Private Sources			
LOCAL ARTS GRANT AWARD			
B. EARNED INCOME			
Admissions/Subscriptions			
Other (include sales and all investment income to be spent) (Note: itemize on page 12, Section 5A if over 10% of Total Cash Income)			
Contracted Services			
C. TOTAL CASH INCOME	-	-	-
EXPENSES			
D. PERSONNEL			
Staff Salaries			
Artist Fees			
Technical/Production Personnel Fees			
E. OTHER OPERATING EXPENSES			
Space Rental & Mortgage Payments			
Administrative Expenses (phone, postage, supplies, insurance, marketing, facility maintenance, etc.)			
Technical/Production (non-personnel)			
Other (Note: itemize on page 12, Section 5B if over 10% of Total Cash Expenses)			
F. TOTAL CASH EXPENSES	-	-	-
Total Annual (Deficit)/Surplus = (C minus F)	-	-	-
Accumulated Cash in Reserve/(Deficit)			

Authorized Signature of Board

Date

FY2017 LOCAL ARTS GRANT Final Report

NAME OF APPLICANT:

ORGANIZATION GENERAL OPERATING Finance Chart (GOS REGRANTEES)

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Grant Period Jan. 1, 2017 - Dec. 31, 2017

Section 5A: ITEMIZED OTHER EARNED INCOME	
TOTAL OTHER EARNED INCOME	-

Section 5B: ITEMIZED OTHER OPERATING EXPENSES		
TOTAL OTHER OPERATING EXPENSES		-

PROJECT SUPPORT Finance Chart (PROJECT REGRANTEES)

Grant Period Jan. 1, 2017 - Dec. 31, 2017

Section 5A: ITEMIZED OTHER EARNED INCOME		
TOTAL OTHER EARNED INCOME		-

Section 5B: ITEMIZED OTHER OPERATING EXPENSES		
TOTAL OTHER OPERATING EXPENSES		-

Grant Glossary

Abbreviation Key -

- A** – **Adults** (exclude senior citizens, and people with disabilities; include minorities)
SC – **Senior Citizens** (exclude people with disabilities; include minorities)
Y – **Youth** (exclude people with disabilities; include minorities)
D – **People with Disabilities** (include adults, senior citizens, youth and minorities)
T – **Total attendance = A + SC + Y + D**. Minorities are included in these figures.
M – **Minorities** (include adults, senior citizens, youth, and people with disabilities)

ADMISSIONS - Funds generated through the sale of tickets or other admission.

APPLICANT CASH MATCH - Funds from applicant's present, future or anticipated resources that will be used towards general operating or special project costs or to underwrite overall budget.

AUTHORED SIGNATURE – Signature of person with authority to legally obligate applicant.

BENEFITING – See Individuals Benefiting and Indirectly/Otherwise Benefiting in Glossary

CAPITAL EXPENSES - Capital expenses for artistic programming may be used as part of your match, however, grant funds cannot be used for capital purchases.

CASH ON HAND - Surplus funds carried forward from the previous year (bank balance, etc.).

CONTACT PERSON - Person to contact for additional information about the application; the person with immediate responsibility for the project.

CONTRACTED SERVICES (EXPENSE) – Payment to firms or persons for the services of individuals who are not normally considered employees of applicant (consultants, or the employees of other organizations whose services are specifically identified and are serving in non-employee/non-staff capacities.) Include curators, designers, video artists, filmmakers, authors, instructors, appraisers, etc.

CONTRACTED SERVICES (INCOME) - Services sold to another organization for their fund-raising purposes are included in this category.

CORPORATE SUPPORT - Cash support from corporations.

CULTURAL TOURISM INITIATIVE – Special funding designed to encourage outreach to new geographic areas and audiences not currently served by the applicant organization

EMERGING ARTS ORGANIZATIONS - Organizations in the initial stages of development, having a newly incorporated body; a limited, if any professional staff that is paid; a limited budget; limited programs and activities/services; no long-range plans; unproven in fiscal and managerial worth; and an undeveloped board and staff.

EQUIPMENT PURCHASE/LEASE – Anything that the organization rents for its operations: lights, sound system, computer system, etc. Include installation expenses.

FOUNDATION SUPPORT - Cash support from grants/donations by private foundations.

GOS – General Operating Support

GOVERNMENT SUPPORT - Funds received from a governmental agency (excluding this grant request). Identified as “L” for local (HCC&HC Special Projects and FY98 Special Purpose awards should be included), “S” for State, and “F” for Federal.

Glossary Page 2 of 4

INDIRECTLY/ OTHERWISE BENEFITTING – Listenership, readership, and/or viewership.

INDIVIDUALS BENEFITING – The total number of individuals who are or will be directly involved in the funded activity as artists, non-artists 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 Artists Participating and Youth benefiting. Include actual audiences numbers based on paid/free admission or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. If a project for television or radio, include viewer ship and listener ship. If a project for a publication, include readership.

IN-KIND CONTRIBUTIONS – Value of materials or services) specifically identified with the project/organization) provided to “applicant/grantee” by volunteers or outsider parties at no cash cost to “applicant/grantee.” (Example: telephone, postage, office supplies, travel expenses, meeting refreshments/supplies, and documented volunteer service hours.) Materials or services should be valued at “market value” or “market rate.”

LEASE / MORTGAGE EXPENSES – Mortgage payments, or payments to rent office, exhibition, performance, gallery, and other such spaces.

MARKETING - Costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under “Personnel” or “Other Fees and Services.” Include costs of newspaper, radio, and television advertising; printing and mailing brochures; fliers and posters; and space rental when directly connected to promotion, publicity or advertising.

MINORITY - African-American (not of Hispanic origin), Native American, Alaskan Native, Asian-American/Pacific Islander, Hispanic or Latino.

NEW SOURCES OF MONEY - Individuals, corporations, foundations, etc. that have not previously contributed to your organization.

OFFICE/OPERATING EXPENSES - Non-salary office expenses not entered in other categories and specifically identified with the project, including: scripts/scores, sets/props, equipment rental, lumber/nails, utilities, telephone/telegraph/internet access, storage, postage, photographic supplies, reproduction/Xerox, publication purchases, interest charges, insurance, fund-raising, trucking, shipping / hauling not entered under “Travel.”

OUTSIDE FEES/SERVICES: ARTISTIC - Payment to firms or persons for the services of individuals who are not normally considered employees of “applicant” but consultants, or the employees of other organizations whose services are specifically identified with the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

OUTSIDE FEES SERVICES: OTHER - Payment to firms or persons for non-artistic services or individuals who are not normally considered employees of “applicant” but consultants, or the employees of other organizations whose services are specifically identified with the project.

OUTREACH INITIATIVE – (20% additional request allowed.) Extends a project to a specific, targeted audience that might not otherwise be reached by the applicant’s project; for example, hospital audiences, people in institutions, or people with disabilities. Outreach Funding Expenses include audio descriptions, sign language interpreters, cassette recordings of printed materials, special large print editions of printed materials, special transportation or other costs related to the Outreach component of this project (which must take place at a site that conforms to the Americans with Disabilities Accessibility Guidelines).

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PERSONNEL: ADMINISTRATIVE - Salaries, wages, fees, and benefits (specifically identified with the project) for executive and supervisory administrative staff, fund-raisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

PERSONNEL: ARTISTIC - Salaries and wages (specifically identified with the project) for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

PERSONNEL: TECHNICAL/PRODUCTION - Payments for salaries and wages, specifically identified with the project, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage-hands, video and film technicians, expert preparers and installers.

PERSONS WITH DISABILITIES - Persons who have visual, hearing, mobility or learning disabilities or life-threatening illnesses. This may include those persons with “temporary” impairment.

PRIVATE SUPPORT - Cash support from the general public, memberships and small businesses.

RENTALS - Anything that the organization rents for its arts programming: lights, sound system, space, etc.

SP – Special Project

SALARIES/WAGES/GRINGE BENEFITS – Payments for salaries, wages, and benefits for executive and supervisory administrative staff, fund-raisers; clerical staff, such as secretaries, typists, bookkeepers; and support personnel, such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

SALES - Money generated by selling goods or services.

SPACE RENTAL - Payments specifically identified with the project for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

SPECIAL CONSTITUENCY - Persons with disabilities, senior citizens, children, rural populations, persons confined to residential care facilities, economically disadvantaged, and minority populations.

TRAVEL – Expenses directly related to the travel of an individual or individuals specifically identified with the project. For transportation not connected with travel of personnel, see “Remaining Operating Expenses.” Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage @ \$.31 per mile, allowances on personal vehicles, car rental costs, etc.

YOUTH - Under 18 years old

UNIVERSAL ACCESSIBILITY SYMBOLS



This symbol means the organization complies with all the following architectural features: Accessible private parking or valet service. (Parking situations vary tremendously. At minimum, an organization has to have the required ratio of disabled-designated parking spaces in a privately controlled lot.)

- An accessible route from the parking area to the accessible building entrance.
- An accessible entrance to the primary function.
- An accessible bathroom.
- Provisions for wheelchair seating.

Glossary Page 4 of 4

This symbol means the organization has an Assistive Listening System (either Infrared, FM, or Induction Loop) in its assembly area.



This symbol means the organization offers sign-interpretation for select performances. In some cases, sign interpretation will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers open or closed captioning for select performances. Please note: In some cases, captioning will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers audio description for select performances. Please note: In some cases, audio description will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers Braille programs. Please note: In some cases, Braille materials will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers Large Print programs. Please note: In some cases, Large Print materials will only be provided if requested within a designated period of time prior to the event.