
GLOSSARY OF TERMS

Admissions	Revenue from the sales of admissions, tickets, subscriptions and membership.
Applicant Cash	Funds from accumulated resources (including carry-forward from previous year) that applicant has available to spend for this project. This is analogous to an individual's checking account.
Contracted Services	Includes the sale of workshops, classes or other services performed by the applicant organization to other community organizations; government contracts for specific services; performance or residency fees or tuition.
Corporate Contributions	Cash contributed by businesses or corporations (not individuals).
Financial Statement	Organization's balance sheet including assets, liabilities and equity.
Foundation Grants	Grants received from a private or community foundation.
Marketing/Promotion	All costs for marketing, publicity, and promotion specifically identified with the organization's efforts. Includes cost of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters.
Mission Statement	An organization's broad statement of purpose written as part of its organizing charter. The statement provides specific direction for the organization's programs, services and activities. The mission statement should provide a structure against which meaningful evaluation of the organization's effectiveness can be carried out in future years.
Other Private Contributions	Revenue derived from cash donations, including individual contributions. Do <i>not</i> include corporate, foundation, or government grants.
Other Revenue	Revenue from sources not listed elsewhere. It may include income derived from a variety of sources such as catalog sales, advertising space in programs and promotional items.
Outside Fees & Services: Guest Artists	Payments for artistic services to firms or persons who are not considered employees of the applicant organization. Examples: guest artistic directors, jurors, conductors, composers, curators, visual artists, writers and choreographers.
Outside Fees & Services: Other	Payments for technical and consultant services to firms or persons who are not considered employees of the applicant organization. Examples: arts curriculum specialists, stage managers, lighting crews, art packers, installationists, etc.
Personnel/Staff	Salaries, wages and benefits paid to persons considered employees of the applicant organization.
Production Expenses	Funds expended for costumes, sets, lights, props, royalties, printing, shipping, installation, framing, necessary to the production or exhibition.

Space Rental

Payments specifically identified with the project for the rental of office, rehearsal studio, theater, hall, gallery and other such spaces including utilities, insurance, maintenance and other costs related to the use of the space.

Travel

All costs for travel of an individual or individuals specifically identified with the project or with the applicant organization's programs and services. Expenses connected with trucking, shipping or hauling items should be included under "Remaining Operating Expenses."