

## **Grant Program Definitions/Terms**

**Accessibility:** Ensuring that people of all abilities and backgrounds can fully participate in, understand, and enjoy artistic activities by removing barriers and providing inclusive accommodations.

**Annual Arts Program Grant:** Funding to non-profit organizations to support ongoing or short-term arts programs performed or presented to substantially engage or benefit the citizens of the City of Alexandria.

**Applicant:** The authorized agent who completes the application, acts as primary contact, and is responsible for the program outlined in the grant application.

**Artist (s):** Artist(s) are individuals who meet one or more of the following criteria:

- realizes income through the sale, performance, publication or commission of original works of art.
- has previously exhibited, presented, performed or published original works of art in museums, galleries or other recognized art venues and publications.
- has formal training or education in the field of art; and
- has received awards or other forms of recognition from arts juries, arts grant panels, and similar entities for his/her artistic abilities or accomplishments.

**Collaboration/Collaborator:** A Collaboration is two or more groups working together towards a common goal. Collaborations are often created for single events or programs.

**Commission:** An original artwork, musical composition, or other performing arts work that is created by an artist. Commission can also refer to the process of requesting an artist to create an original artwork for the city.

**Criteria:** Are key standards to judge applications and decide how well proposed projects meet the program's goals.

**Culinary Arts.** The Office has a very broad definition of "arts" which would include culinary arts. The rules of the grant program apply, and culinary arts program would have to demonstrate the artistic merit such as having professional chefs teaching the classes in the same way artists are engaged for other types of programs. The program grant would not fund food trucks events or restaurant crawls.

**Culture:** The language, customs, ideas, beliefs, rules, arts, knowledge, traditions, attitudes and collective identities shared by a group of people, transmitted from generation to generation. Adherence to customs is required by a system of rewards and punishments. Language and other symbolic media are the chief agents of cultural transmission, but many behavioral patterns are acquired through experience alone.

**Diversity:** Diversity includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from another. A multiplicity

of races, genders, sexual orientations, classes, ages, countries of origin, educational status, religions, physical, or cognitive abilities, documentation status, etc. within a community, organization or grouping of some kind.

**Equity:** Ensuring that everyone—regardless of background, identity, or circumstance—has fair access to participate, create, and benefit from the arts. This includes removing barriers, providing appropriate resources or support, and actively fostering inclusive opportunities so all community members can meaningfully engage. The goal of equity is to acknowledge unequal starting places and correct the imbalance.

**Engagement:** Ways audiences connect with, participate in, and respond to artistic experiences, both during and beyond the event.

**Ethnicity:** A social construct that divides people into smaller social groups based on characteristics such as shared sense of group membership, values, behavioral patterns, language, political and economic interests, history and ancestral geographical base. Ethnicity is not the same as race.

**Event:** an occurrence, especially one that is particularly significant, interesting, exciting, or unusual.

**Festival:** a cultural and/or seasonal event, often outdoors, that features activities such as performances, food, vendors, and/or cultural traditions, and typically require additional regulatory permits. Festivals, and performances that occur as part of a festival, are not eligible for grant funding.

**Grant:** a sum of money given by the government or some other organization to fund such things.

**Grant Task Force:** Reviews and scores all eligible grant applications. Up to 5 members comprised of Arts Commissioners, arts administrators, artists, community members, and patrons. Task Force Members are selected by staff. No members of the Task Force are allowed to have any conflict of interest with any grant applicant.

**Grantee:** somebody or an organization to whom something is transferred in a legal transaction.

**Inclusion:** Ensuring that people of diverse identities and experiences feel welcome, valued, and able to participate fully in all aspects of the program. A state of belonging when people of different backgrounds and identities are valued, integrated, and welcomed equitably as decision-makers and collaborators. Inclusion involves people being given the opportunity to grow and feel/know they belong. Diversity efforts alone do not create inclusive environments. Inclusion involves a sense of coming as you are and being accepted, rather than feeling the need to assimilate. Organizationally, inclusion is expressed through practices and policies that empower employees across the board.

**In-Kind Contributions** for an arts program are *non-cash goods, services, or resources donated instead of money*, such as volunteer labor, equipment, materials, venue space, or professional

services that directly support the program. For the grant program, funding or in-kind contributions from the city CANNOT be used for a cash match.

**Impact:** A meaningful change or benefit the program creates for participants, communities, or the broader arts ecosystem.

**LGBTQ+:** An acronym for “lesbian, gay, bisexual, transgender, and queer.” The plus (+) is inclusive of all other expressions of gender identity and sexual orientation.

**Mission:** A mission is a concise statement that describes an arts organization’s core purpose—why it exists, whom it serves, and what artistic or cultural impact it seeks to make. It guides the organization’s decisions, programs, and identity.

**Non-Personnel Expenses:** Non-personnel expenses for an arts program budget are the costs required to run the programs that are *not* related to staff salaries or wages. They typically include items such as supplies, materials, equipment, space rental, marketing, travel, contracted services, and other operational expenses needed to deliver the artistic activities.

**Outcomes:** Are the tangible, measurable changes or benefits that result from the program’s activities—such as increased skills, improved artistic quality, heightened audience engagement, or stronger community connections. They show the actual impact the program has on participants or the community.

**Outputs:** Are the direct, countable products or activities the program provides such as the number of classes held, artworks created, performances staged, or participants served. They measure what the program *produces*, not the impact it creates.

**Partnership/Partner:** A Partnership is two or more groups working together as outlined and defined in a written agreement. Partnerships go beyond a single event and often constitute an extended relationship.

**Personnel Expenses:** Are the costs related to the people who run the program, including salaries, wages, benefits, and payments for staff, teaching artists, administrators, or other personnel whether contracted or on staff involved in delivering the program’s activities.

**Program:** A “*program*” is defined as a series of activities or events which are ongoing during the grant period (July 1 – June 30 each year). Programs do not have to be “new” to be eligible for funding.

**Program Budget:** A focused financial plan that outlines the specific costs and resources needed to run a particular arts program. It includes expenses such as personnel, materials, space, marketing, and other direct program costs, as well as any revenue tied specifically to that program.

**How it differs from an operating budget:**

An *operating budget* covers the entire organization’s finances—everything needed to run the organization as a whole, including all programs, administrative costs, facilities,

fundraising, and general operations.

In contrast, a *program budget* looks only at the finances of one specific program, not the full organization.

**Race:** A social and political construction—with no inherent genetic or biological basis—used by social institutions to arbitrarily categorize and divide groups of individuals based on physical appearance (particularly skin color), ancestry, cultural history, and ethnic classification.

**Resident:** Lives within the Alexandria city limits whose city tax dollars are used to fund the grant program and should directly benefit from funded art programs. City of Alexandria city limits are defined by the following zip codes: 22301, 22302, 22304, 22305, 22311, 22312, and 22314.

**Special Event:** A short-term activity on public property that, due to the anticipated number of attendees or the nature of the event characterized by:

- Requires City services to ensure compliance with Federal, state, or local laws.
- Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space
- Involves closure or partial closure of any public right-of-way or requires traffic control procedures necessitating the involvement of the City of Alexandria police department or services from the Transportation Environmental Services Department personnel.
- Impairs emergency vehicles access or requires the attendance of Emergency Management Services personnel.

**Sponsorship/Sponsor:** A sponsor is a person or group that provides monetary funding in the form of cash donations or in-kind donations.

**Supporter:** A person or group that lends help for a project but does not provide monetary funding and/or does not collaborate.

**Vision:** A clear, aspirational statement describing the future impact or ideal cultural landscape the organization strives to create. It expresses the long-term change the organization hopes to inspire through its artistic work.