



Glossary of Useful Terms

APPLICANT

An applicant is a nonprofit organization that has submitted an application to receive funding from The City of San Diego.

ANNUAL OPERATING INCOME (AOI)

An organization's AOI is generally calculated by subtracting in-kind income from unrestricted operating income. The application will include specific instructions as to how to calculate AOI. The calculated AOI is used for two purposes. First, the AOI is used to group applications for the evaluation process so that panelists are evaluating organizations of similar sizes. Second, the AOI is used as a variable in the award calculation logarithm. Smaller organizations generally receive a larger percentage of their AOI while larger organizations generally receive a smaller portion of their AOI. The final calculation of an organization's AOI will be completed in the online application form.

ARTIST

An individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or language arts, or a combination thereof, based on that professional practitioner's body of work, educational background, experience, past commissions, exhibition/performance record, publications, and production of artworks.

ARTS

In this context, the arts encompass visual genres (i.e. painting, sculpture, design, photography, printing, mosaic, video, film, mixed-media, textiles, etc.), performing genres (i.e. music, theater, dance, spoken word, etc.) and literary genres (i.e. poetry, fiction, non-fiction, etc.).

AWARD

An award is the amount of money that The City of San Diego decides upon and intends to give an applicant. An award is a recommendation, not a guarantee of funding.

BOARD OF DIRECTORS/GOVERNANCE

The board of a nonprofit organization acts as a collective trustee of the organization's assets and ensures that the nonprofit is well managed and remains fiscally sound. In doing so, the board must exercise oversight of the organization's operations and maintain the legal and ethical accountability of its staff and volunteers. According to nonprofit corporation law, each board member must meet certain standards of conduct. These standards are typically described as the following: 1) Duty of Care; 2) Duty of Loyalty; and 3) Duty of Obedience. "Duty of Care": Board members must exercise ordinary and reasonable care in the performance of their duties, exhibiting honesty, independent judgment, and good faith. Board members must act in a manner in which such care, including reasonable inquiry, as an ordinarily reasonable and prudent person in a like position would use under similar circumstances. "Duty of Loyalty": When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid any conflicts of interest. This means a board member can not use information obtained as a board member for personal gain (self-dealing), but must always act in the best interests of the organization. "Duty of Obedience": Board members must ensure that the organization complies with all applicable, federal, state, and local laws and regulations, and that it remains committed to the organization's declared mission. As fiduciaries of the organization, the board members maintains oversight of the organization's finances. Board members must evaluate financial policies, approve the annual budget, and review periodic reports to ensure that the organization has the necessary resources to carry out its mission and remains accountable to its donors and the public.

CITY

The City of San Diego.

CITY COUNCIL DISTRICT

There are nine (9) Council Districts in The City of San Diego. Your project or event must occur in one or more Council District(s). Refer to the San Diego City Council District maps online to determine the Council District: <http://www.sandiego.gov/citycouncil/>

COMMISSION

The City of San Diego Commission for Arts and Culture.

COMMISSIONER

A volunteer appointed by the Mayor and confirmed by City Council to serve in an advisory capacity to the Mayor and City Council of The City of San Diego on promoting, encouraging, and increasing support for San Diego's diverse artistic and cultural assets, integrating arts and culture into community life and showcasing San Diego as an international cultural tourist destination.

COMMISSION STAFF

Full time employees of The City of San Diego assigned to administer the programs and services of the Commission under the oversight and direction of the Mayor and Deputy Chief Operating Officer for Neighborhood Services.

COMMUNITY

Community describes a unit of social organization based on some distinguishing characteristic of affinity: proximity (the North Park community), belief (the Jewish community), ethnicity (the Latino community), profession (the medical community) or orientation (the gay community).

CONTRACT

A contract is a legally binding document that establishes the relationship between The City of San Diego and a nonprofit organization and outlines the duties of each party. The contract is the tool that enables The City of San Diego to pay out an award to an organization. A contract is considered executed after all the requisite departments within The City of San Diego including The Commission for Arts and Culture, Purchasing and Contracting; City Attorney and City Clerk have verified and/or signed the contract.

CONTRACTOR

A contractor is an applicant who has successfully entered into a contract with The City of San Diego and is performing duties under the terms of the contract.

CULTURAL DATA PROFILE (CDP) and CDP FUNDER REPORT

The City of San Diego subcontracts with an organization called DataArts to collect standardized data for the arts and culture sector and to convert that data into uniform reports customized for the Commission.

CULTURE GRANTS ONLINE (CGO)

Culture Grants Online (CGO) is the name of the web-based software system that The City of San Diego uses to collect applications for the Organizational Support Program. This system is also referred to as the Online Application Portal. Each applicant confirmed by Commission staff as eligible to apply for Fiscal Year 2017 OSP funding will be granted access to the Online Application Form in the Online Application Portal. CGO is a product created and managed by The Western States Arts Federation (WESTAF). The City of San Diego holds a licensing agreement with WESTAF to use CGO.

CULTURAL TOURISM

Travel with a primary purpose to experience the arts, heritage, cultures, or the special character of a place.

CULTURE

In this context, culture refers to fine arts, humanities and the broad aspects of a science as distinguished from the vocational, recreational and technical aspects. Art, architecture, science and history are considered cultural in this context.

DATAARTS

See Cultural Data Profile.

ENTERTAINMENT EXPENSES

Funds used to recruit, secure, compensate and supply amusements including but not limited to fireworks, caricature drawings, balloon animals, mascots, face painting, animal rides, petting zoos, or carnival games. (Contrast with Artistic Expenses).

FISCAL SPONSOR

A nonprofit, tax-exempt organization that chooses to support a project by receiving funds from a private foundation, a government agency, or tax-deductible donation and passing them on to the project. The fiscal sponsor assumes the liabilities, legal and tax reporting requirements associated with accepting funding. For more specific instruction, fiscal sponsors and their sponsored applicant are strongly encouraged to seek professional legal and accounting counsel to determine how best to structure their business relationship. In this context:

- Legal: The fiscal sponsor would be the applicant, and if awarded funding, would become the contractor. The fiscal sponsor must comply with The City of San Diego's contractual requirements.
- Location: The fiscal sponsor must be based in San Diego County.
- Relationship: The sponsored applicant must become employees or volunteers of the fiscal sponsor for the duration of the project. Project expenses must be paid directly by the fiscal sponsor to vendors and suppliers. All activities performed by the project personnel, including writing grant proposals or requesting donations, will be done so on behalf of the fiscal sponsor. All funds raised are the property of the fiscal sponsor.
- Liabilities: Because the project is being conducted on behalf of the fiscal sponsor, the project activities create the same liabilities for the fiscal sponsor as would any other program. The fiscal sponsor is liable for the actions and omissions of the project personnel – whether employees or volunteers - within the scope of their project work. If the project has unpaid bills, borrows money, injures someone,

damages property, infringes someone's copyright, or undertakes the obligation to supply goods or services to others – all these are the fiscal sponsor's liabilities.

- Tax Reporting: Depending on the commitments made to grantors and donors, the fiscal sponsor may be required to designate money for the project as a restricted fund on its financial records and on its Form 990 return. Payroll tax returns must also be filed for employee compensation.

IN-KIND CONTRIBUTIONS

In-kind contributions are the value of goods or services donated to an organization either as volunteer staff time or goods donated by vendors at no cash expense to the organization.

IN-REACH

The attendance by groups of people coming to any venue owned, rented or otherwise controlled by an organization from any of the City's Council Districts.

LOCAL AUDIENCES

Those people living within fifty (50) miles of an event site and attending the event as spectators (as opposed to participants).

MATCHING REQUIREMENT or CASH MATCH

Contractors with project cash expenses over \$30,000 must be able to match City funding at a 3:1 ratio: for every \$1 the City invests, the applicant must match that support with \$3 in cash funding. Cash match funding may come from any number of sources including earned or contributed income, but cannot come from The City of San Diego. Contractors with project cash expenses of \$30,000 or less must match City funding at a 2:1 ratio and up to 50% of the match may consist of in-kind donations.

NEIGHBORHOOD

The geographically defined area within The City of San Diego where programs and services are provided and outreach activities are targeted. The boundaries of neighborhoods are sometimes better defined by neighborhood residents than by police or city maps.

ONLINE APPLICATION FORM

See Culture Grants Online.

ONLINE APPLICATION PORTAL

See Culture Grants Online.

OUTREACH

Programs and services implemented at locations other than an organization's primary location, including those locations that are owned or rented and those that are not owned or rented by the applicant.

PARTICIPANTS

The direct recipients and users of the event (e.g. youth and their parents, seniors, the homeless, apprentice artists, etc.). Participants should not be confused with "audiences" or "visitors" - people who may attend an event as guests, but are not actively engaged in the project.

PROJECT

The arts and culture event or activity proposed by the applicant for funding. Eligible projects are typically one or a series of events united by a single theme or purpose and typically of limited duration.

PROJECT-SPECIFIC COSTS

Costs which can be identified and assigned to a specific project activity. These include expenses for personnel directly assigned to the project such as artistic/entertainment, administrative/professional, technical production, etc. Direct costs may also include operating costs specifically associated with the project such as the rental of outside facilities, postage, materials and supplies.

TOURIST

A person who travels more than fifty (50) miles or is traveling from Mexico to visit San Diego and/or someone who stays overnight in a hotel/motel.

VENDOR

A vendor is a person or an organization that provides goods or services to the general public as a feature of your project. For example, the business that sells popcorn at your festival is a vendor for the purposes of this application, but the business that sells you signage for the event is not.

WESTAF

See Culture Grants Online.