



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 calculates its AOI by subtracting in-kind income from unrestricted operating income. The application will include specific instructions as to how to calculate AOI. The City uses AOI as part of the award calculation. Smaller organizations generally receive a larger percentage of their AOI while larger organizations generally receive a smaller portion of their AOI. Organizations will calculate their AOI in the Part 1.

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.

ARTISTIC EXPENSES

Funds used to recruit, secure, compensate and supply artists and/or exhibits. (Contrast with Entertainment Expenses.)

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.) or configurations thereof.

AWARD

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

BOARD OF DIRECTORS/GOVERNANCE

The board of a nonprofit organization acts as trustees 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 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 potential conflicts of interest. This means the board member can never use information obtained as a member for personal gain (self-dealing), but 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 it remains committed to its established mission.

As fiduciaries of the organization, the board 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

City of San Diego

COMMISSION

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.

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).

AGREEMENT

An agreement 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 agreement is the tool that enables the City of San Diego to pay out the award.

FUNDING RECIPIENT / AWARDEE

A funding recipient / awardee is an applicant who has successfully entered into an agreement with the City of San Diego and is performing funded activities under the terms of the agreement.

CULTURAL TOURISM

Travel more than 50 miles or travel from Mexico with a primary purpose to experience the arts, heritage,

cultures, or 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. Art, architecture, science and history are considered cultural in this context.

ENTERTAINMENT EXPENSES

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

GO SMART™

GO Smart™ is the name of the web-based software system that the City of San Diego Commission for Arts and Culture uses to collect applications. GO Smart™ 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 GO Smart™.

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.

LOCAL AUDIENCES

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

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 city maps.

ONLINE APPLICATION FORM

See GO Smart™.

ONLINE APPLICATION PORTAL

See GO Smart™.

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 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.