

Glossary (Budget Terms)

INCOME

Earned Income¹: Earned Income consists of any payment or promise to pay that obligates you as an organization to provide some service or other value to the payer. This would not include services or items which are of nominal value. It includes the following line items/categories:

- Admissions/Memberships: Revenue derived from the sales of admissions, tickets, subscriptions, memberships, etc., for events presented or sponsored by the applicant.

In reference to **memberships**, you should apply to Earned Income the portion that represents the value of goods and services received by the donor. The remaining portion may then be reported as a charitable contribution, or Contributed Income (in line item for Corporate or Other Private Support).

- Contracted Services Revenue: Revenue derived from fees earned through sale of services. Include educational contract services, sale of workshops, government contracts for specific services, performance or residency fees, tuition, etc. Include your public school service revenues here.
- Corporate Sponsorships: Revenue consists of *quid pro quo* support where the donor receives tangible returns for the donation, such as media exposure or other substantive recognition.

In reference to **sponsorships**, you should apply to Earned Income the portion that represents the value of goods and services received by the donor. The remaining portion may then be reported as a charitable contribution, or Contributed Income (in line item for Corporate or Other Private Support).

- Other Revenue: Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Contributed Income¹: Contributed income reflects payments or promises to pay in which the payer voluntarily provides resources yet receives nominal tangible value in return. It includes the following items/categories (do not include gifts-in-kind, government income, or earned income portions from memberships or sponsorships in these amounts):

- Corporate Support (Contributions): Contributions and grants given by businesses, corporations and corporate foundations.
- Foundation Support: Contributions and grants given by public or private foundations other than those affiliated with and facilitating corporate support.
- Other Private Support: Contributions derived from cash contributions from individuals and **NET** proceeds from fundraising events. Do not include corporate, foundation, or government contributions and grants.

- United Arts Mini-Grant Request
 - For Mini-Grants, the request amount is a max of \$2,500 or half the project expenses, whichever is less.

Government Income:

- Government Income-Federal: Cash income derived from grants or appropriations by agencies of the federal government.
- Government Income-State: Cash income derived from grants or appropriations by agencies of the state government and/or multi-state consortia of state agencies.
- Government Income-Local: Cash income derived from grants or appropriations given by city, county, in-state regional, and other local government agencies. Include competitive grants from any local city/county (such as Cultural Tourism or Cultural Facilities grants) here. DO NOT include funds received from United Arts for programs conducted for school-age students in Lake, Orange, Osceola or Seminole counties (these funds should be listed as Contract Services Revenue).

Applicant Cash: Use of funds from savings / previously raised funds.

In-Kind Gifts¹: In-kind gifts represent goods and/or services that you may use or sell in the accomplishment of the organization's mission. These may include:

- Goods: Gifts of inventory, materials, equipment or property that can be used by the organization. This could include items contributed for a collection.
- Services: Services can consist of two primary categories – personal services and professional services.
 - Personal services: These services create or enhance non-financial assets, but do not require a specialized skill that would typically need to be purchased if it were not provided by donation. Volunteer hours under this category should be valued at minimum wage.
 - Professional services: These services create or enhance non-financial assets, and require a specialized skill that would typically need to be purchased if it were not provided by donation. Such services include media and advertising, and skills provided by accountants, architects, carpenters, doctors, electricians, lawyers, nurses, plumbers, teachers and other professionals and craftsmen. Volunteer hours under this category should be valued at the typical wage for the service.

¹ For further clarification of income classification, your accountant should refer to Statement of Financial Accounting Standards 116 and 117.

EXPENSES

Personnel-Administrative: Payments for salaries, wages, fees, and benefits for executive and supervisory administrative staff, program directors, educational administrators, managing directors, business managers, press and agents, fundraisers, 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/Programmatic: Payments for salaries, wages, fees, and benefits specifically identified with artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Personnel-Technical/Production: Payments for employee salaries, wages, and benefits specifically identified for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, exhibit preparators and installers, etc.

Outside Artistic/Programmatic Fees and Services: Payments to firms or persons for the artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations. Include artistic directors, directors, conductors, conservators, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in non-employee/non-staff capacities.

Outside Other Fees and Services: Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are used by the applicant.

Space Rental/Occupancy: Payments for mortgage and/or rental of office, rehearsal, theater, hall, gallery, and other such spaces, as well as applicable costs of electricity, telephone, repairs and maintenance, storage, etc.

Travel: All costs for travel directly related to the travel of an individual or individuals working for the applicant. Include fares, hotel, and other lodging expenses, food, taxis, gratuities, per-diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For transportation not connected with travel of personnel (e.g., trucking, shipping, hauling expenses, etc.) see "Remaining Operating Expenses."

Marketing: All costs for marketing/publicity/promotion of the applicant organization. Do not include payments to individuals or firms that belong under "Personnel," or "Outside Professional Services." Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, fliers, and posters, and space rental when directly connected to promotion, publicity, or advertising.

Remaining Operating Expenses: All expenses not entered in other categories. Include scripts and scores, postage, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping, and hauling expenses not entered under "Travel."

May apply to multiple expense lines:

Administrative costs (for mini-grants only): relevant organization costs allocated on a percentage basis to the project, such as staff salaries, utilities, space rental, etc. Full insurance costs (even if it exceeds the 15% limit) may be included if insurance was only engaged for this project. Full space rental costs (even if it exceeds the 15% limit) may be included if the space is not the organization's

venue, and is only rented for the purpose of the project. Otherwise, a maximum of 15% for administrative costs is permitted in the grant request and match amount.