

GLOSSARY OF GENERAL TERMS

Acquittal : A report completed at the conclusion of your project to provide financial and artistic outcomes about your project.

Applicant: The applicant is the individual, organisation or group that is applying for a grant. If the applicant is a group, a representative needs to be named to hold legal and financial responsibility for the grant.

Administering Body: The Administering Body is an incorporated organisation which agrees to be responsible for keeping financial records and provides a financial acquittal of the grant.

Artistic Merit: Artistic merit includes the value and quality of the concepts that inform the work in your application.

Assessment Criteria: Assessment criteria are the established and published standards used to evaluate an application to determine if a grant is recommended.

Best practice: Management practices and work processes that lead to outstanding or top-class performance and provide examples for others.

Copyright: Copyright is the ownership of an intellectual property. Every time you use the property of someone else you need to get permission to do so. More information on the different copyright regulations is available from the Australia Copyright Council www.copyright.org.au or from Arts Law Centre of Australia at www.artslaw.com.au.

Key Personnel: Those people involved in the production or organisation of your project or activity.

Legal Requirements: Legal Requirement are federal and state standards and regulations including fair labour, civil rights, accessibility, age discrimination, lobbying with appropriated monies, accounting records, and other published requirements to which applicant accepting a grant must adhere.

Marketing/Public Relations/ Promotion: Activities that identify with the applicants efforts to tell the community about the project/ activity. Such activities can include newspaper ad, radio interviews, television advertising, printing and mailing of brochures, flyers and posters etc.

Non-Profit Organisation/ Not for Profit Organisations: A non-profit organisation or not for profit organisation is an organisation that is not operating for the profit or gain of its individual members.

Partnerships/Collaborations: Two or more organisations plan to participate in the project/ activity. In this case one organisation must serve as the lead applicant in the grant.

Risk management: Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

Skill: An ability to perform a particular mental or physical activity that may be developed by training or practice.

Target Audience/ Participants:

A specific audience such as seniors or residents of a specified geographic area, whom the applicant has designed the arts project/ activity for, or wishes to attract to the activity.

Volunteer: A person who performs or offers to perform a service without financial remuneration. It is recommended to value volunteer support as in-kind support at the usual rate of the service provided.

GLOSSARY OF BUDGET TERMS

Administering Body Fee: The Administering Body is a fee for the holding the financial responsibility for the grant. It is recommended to enter into a written agreement with your administering body, which sets out your and their respective rights and responsibilities in relation to the grant's administration and financial management.

Artists Fee: The expenses you will pay during your project for artists involved in your application. The Northern Territory Government aims to ensure that professional artists employed as the result of an Arts Grant receive appropriate pay and conditions of employment. Pay scales and conditions are often prescribed under relevant industrial awards and agreements or recommended by peak organisations as listed below. Where an award or industry standard applies, you must comply with those rates of pay in your application.

Media, Entertainment and Arts Alliance www.alliance.org.au; Australian Society of Authors www.authors.org; Musicians Union www.musicians.asn.au; National Association for the Visual Arts www.visualarts.net.au; Australian Writers' Guild www.awg.com.au

Contingency

A reserve set aside for uncertain costs.

Earned Income: Earned income is any income derived from participation in your project or activity, which doesn't include grant incomes. Earned income can be box office, CD Sales, commission etc.

In-kind Support: Donations of time and services by individuals and businesses; includes contributions of use of equipment, employees and facilities for projects.

Own Contribution: Any income provided to the project by the applicant.

Travel Allowance or Per Diems: Travel Allowance or per diems are an estimated amount that would cover lodging and meal expenses for artists carrying out the project/activity outside the usual place of residence.

Royalties: A payment made for the use of property, especially a patent, copyrighted work, franchise, or natural resource.