

(\$) indicates definition when used as a budget item

**Administrator**

the administrator of the Iowa Arts Council

**Applicant**

an eligible entity that submits an application

**Application**

a formal request, using official forms as provided by the department

**Application Deadline**

the latest time to submit a completed application; application deadlines are not post-mark deadlines

**Artist**

an individual who creates or performs works of art

**Artists (\$)**

expenses for artist time specifically dedicated to the project, includes all artists collaborating, participating, or involved in the project

**Arts**

all artistic disciplines including, but not limited to: instrumental and vocal music, dance, drama, folk art, creative writing, architecture, painting, sculpture, photography, graphic and craft arts, costume and fashion design, motion pictures, television, radio, film, video, tape and sound recording, the arts related to the presentation, performance, execution, and exhibition of such major art forms, all the traditional arts practiced by the diverse peoples of Iowa and the study and application of the arts to the human environment

**Arts Event**

an event for which the primary purpose is the presentation of a work of art

**Arts Goal**

a broad statement about what a project intends to accomplish through the arts; the long-term end to which activities are developed

**Arts Project**

the creation and presentation of an original work of art, arts experience or arts learning opportunity within a definite beginning and end date

**Authorized Official**

the individual legally obligated to the agreement

**Border City**

a municipality with boundaries immediately adjacent to the border of the State of Iowa

**Capital Projects**

projects that involve capital improvement, capital infrastructure, and capital campaigns

**Cash Match**

actual cash contributed to direct project expenses by the applicant or other funding sources

**CLP**

Cultural Leadership Partner, an organizational designation given by the Iowa Department of Cultural Affairs

**Contact Person**

the individual responsible for submitting the application

**Contract Position**

a non-permanent position that is temporary or time-limited as a condition of employment

**Contractors (\$)**

expenses for non-artist and non-personnel contract position time specifically dedicated to the project, includes any business, organization or individual providing services to the project

**Council**

The Iowa Arts Council

**Cultural**

pertaining to the arts, humanities, or sciences

**Cultural Project**

the creation and presentation of a cultural experience or cultural learning opportunity within a definite beginning and end date

**DCA**

Department of Cultural Affairs

**Department**

the Department of Cultural Affairs

**Director**

the Director of the Department of Cultural Affairs

**DUNS #**

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet that verifies the existence of a business entity globally.

**Eligible Application**

an application that adheres to guidelines and will be reviewed by a panel

**End Date**

the final date of fiscal and program activity for which funding is requested

**Expenses**

all costs associated with the project

**Federal ID Number**

an Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity

**FEIN**

Federal Employer Identification Number

**Fiscal Agent**

an organization that meets the definition of eligible applicant and that administers grant funds to an organization that is eligible to be a federally tax exempt nonprofit 501(c)3 organizations incorporated in Iowa but that have not yet attained this status

**Full-time Employee**

an individual employed in a permanent position for at least 30 hours per week, does not include consultants, contract workers, independent contractors, persons whose positions are temporary or time-limited as a condition of employment

**Full-time Position**

a permanent position employing an individual for at least 30 hours per week, does not include consultants, contract workers, independent contractors, or positions that are temporary or time-limited as a condition of employment

**Funding Period**

the timeframe in which the fiscal and program activity must be expended

**Grantee**

an applicant receiving a grant from the department

**Grant Activity**

activity associated with the grant application for which funds from the department will be used

**Grant Request (\$)**

the total amount of project expenses requested by the applicant from the department

**Guidelines**

set of required rules provided by the department to streamline application process

**Humanities**

including, but not limited to: modern and classical language; linguistics; literature; history; jurisprudence; philosophy; archeology; comparative religion; ethics; the history, criticism, and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life

**IAC**

Iowa Arts Council

**Implementation Objective**

expected achievements for a project that are well-defined, specific, and measurable, derived from goals

**Incomplete Application**

an application that lacks a required component and will not be reviewed by panel

**Indirect Cost Rate**

an indirect cost rate is established on the basis of a federally approved indirect cost rate proposal and supporting documentation submitted by organizations

**Ineligible Application**

an application that violates guidelines and will not be reviewed by panel

**In-kind Match**

donated goods or services contributed to the project by the applicant or other sources

**Legal Iowa Resident**

an individual with current, permanent residency in the State of Iowa

**Marketing (\$)**

expenses for marketing, publicity or promotion dedicated specifically to the project

**Matching Funds**

the project cost which shall be provided by the applicant either in kind or in cash

**Materials (\$)**

expenses for materials or equipment to be purchased specifically for the project

**Other (\$)**

expenses specifically associated with the project that do not fall under any other budget category

**Panel**

a committee of representatives from across the state appointed by the department to review applications

**Part-time Employee**

an individual employed in a permanent position for less than 30 hours per week, does not include consultants, contract workers, independent contractors, persons whose positions are temporary or time-limited as a condition of employment

**Part-time Position**

a permanent position employing an individual for less than 30 hours per week, does not include consultants, contract workers, independent contractors, or positions that are temporary or time-limited as a condition of employment

**Personnel (\$)**

expenses for employee or volunteer time dedicated specifically to the project, including all individuals with a formal affiliation with the applicant

**Project**

an eligible activity for which an organization or individual has submitted an application for approval

**Public Value**

the worth and impact of the activity to Iowans

**Recipient**

an applicant approved to receive funds from the department

**Rentals (\$)**

expenses for rental of space or equipment dedicated specifically to the project

**Request Amount**

the project expenses that the applicant requests the department provide through the grant program

**Start Date**

the first date of fiscal and program activity for which funding is requested

**Target Population**

a particular group of individuals identified as the recipients of a message, experience, or service

**Timeline**

a chronological list of activities by date necessary to complete a project

**Travel (\$)**

expenses for mileage, lodging, and per diem payments dedicated specifically to the project

**Underserved**

a community in which individuals lack access to arts or cultural programs due to geography, economic conditions, ethnic background, or disability

**Volunteer Position**

a position in which an individual performs job duties willingly and without pay