

# OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

Commissioner Virginia E. Haines, Chairwoman of Cultural & Heritage  
Division of Ocean County Parks & Recreation

## RE-GRANT FUNDING: GLOSSARY

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**Accessible facility** - The physical location in which the project/event will take place that it is accessible to persons with any type of disability. Whether an organization owns, rents or uses a space for free, it is responsible for the venue in which it chooses to hold the event. To be accessible, there may be no barriers that would preclude reasonable access from the point of getting from parking or public transportation into the venue and to the space where the event takes place, including all ancillary services that any visitor would expect to have access to such as rest rooms, box office, concession stands, etc.

**ADA Coordinator** – The coordinator is responsible for monitoring compliance with ADA and is an organizational resource for access information.

**ADA Plan** – An organization’s plan that outlines goals and specific steps to be taken to address barriers that may exist and provide accommodations to make their facilities and programs accessible to people with disabilities under the legal standards of the Americans with Disabilities Act. The plan should lay out the organization’s ADA goals and priorities and the specific steps to be taken to accomplish them on a detailed timeline, with assignment of responsibility and consideration of costs necessary to implement each goal. It should include attention to facilities, programmatic access, marketing, employment, and sensitivity awareness, and include identification of the access committee, ADA coordinator, and outline the grievance procedure.

**Advertising/Marketing Costs** - All costs for marketing/publicity/promotional specifically identified with the organization or special project.

**Age Discrimination Act of 1975** - This act provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**Americans with Disabilities Act 1990 (ADA)** – This federal civil rights law was enacted in 1990 and requires all providers of public programs and services to make their offerings equally accessible to all people regardless of any individual’s physical or mental disability. Even if an organization does not apply for or receive public funding, it is responsible for accessibility under the ADA.

**Arts Organization** - An organization whose mission statement is constituted exclusively for the purpose of the arts, and therefore exists exclusively to provide arts services and arts programming only.

**Assistive Listening System** – An infrared, FM or induction loop system that amplifies sound and sends it to receiver headsets worn by audience members with a hearing disability. Systems can be rented or purchased at a reasonable price and many systems are portable.

**Audio Cassette/Mp3** – Providing printed materials on an audio cassette, app or mp3 file(s) to enable persons with a vision loss to have access to the information (e.g. gallery or museum tours).

**Audio Description** – Used in theatres, dance, or museum tours, it enables someone with vision loss to “see” what is happening on stage through a narrator who describes the action over a headset through a system such as that used for assistive listening. This service is often preceded by a sensory seminar or tour.

**Authorizing Official** - Name of person with authority to legally obligate the Applicant.

**Braille** – Printed material distributed in conjunction with an event in the raised dot system called Braille (Grade II) used by people who are blind.

**Earned Income** - Any source of revenue gained through payment by the public for membership, services, admission (e.g. tuition classes, workshops or programs), advertisement or sales.

**Cash Match** - All expenses actually paid by sources other than this grant.

**Contact Person** - Person with immediate responsibility for the organization; contact for additional information about the application.

**Disability** - As applied to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or record of such impairment; or being regarded as having such an impairment.

**Equipment Rentals** - Payments for rental of equipment, costumes, furniture, scenery, props, etc.

**Fair Labor Standards** - Established, through Federal and State laws, minimum wages, working conditions and hours for employees. In New Jersey, this is interpreted to mean at least minimum wage and time and a half is given for work exceeding forty [40] hours a week.

**Facility survey** – A survey tool that enables an organization to conduct a self-assessment of a facility prior to deciding to use it for an event. A comprehensive self-assessment survey tool has been developed by the Cultural Access Advisory Network and can be obtained from website at [http://njtheatrealliance.org/ada-ADA\\_Self\\_Assessment\\_Planning\\_Survey](http://njtheatrealliance.org/ada-ADA_Self_Assessment_Planning_Survey).

**Folk Arts** - Those arts that are passed on informally within groups sharing ethnicity, occupation, religion or geographic region. They are important expressions of community, identity, aesthetics and values and are judged according to community standards. Folk artists learn their skills within the community and practice them as part of community life.

**General Operating Support [GOS]** - Discretionary, non-project-oriented funding awarded to support overall administrative, as well as program operations, of non-profit organizations that are community-wide or multi-community in public impact and which uphold high standards of professionalism, management, accountability, and outreach in a given discipline.

**Grants** - Cash support derived from support given to this organization/project by private foundations or other public sources.

**Grant Period** - The term in which the operating support, program or project, technical assistance, or challenge support will be accomplished as set forth in this application by the start and end date.

**Grievance Procedure** - A board-approved procedure that clearly identifies how a patron should file a complaint. The procedure should also clearly identify the criteria for judgment and the time-frame for negotiating differences between the organization and the complainant. For governmental agencies, this procedure has, in all likelihood, already been established for the state, county or municipal agencies, although it is recommended that agencies consider having an agency/project specific procedure.

**Health & Safety Standards** - Federal & State laws that require employers to furnish a workplace free from hazards (environmental and mechanical) of life or health.

**HVAC** - Heating, Ventilation and Air Conditioning.

**Inclusiveness** - Outreach to persons from cultural diverse communities, the economically disadvantaged, older adults, veterans, the gifted and talented persons, individuals with disabilities institutional populations (in hospitals, nursing homes, mental institutions, and prisons) and non-traditional audiences.

**IN-KIND Support** - The value of materials or services provided by volunteers or outside parties at no cost to the applicant. Please estimate the total value of in-kind goods/services that you anticipate receiving in FY 2024 on the expense and income forms at \$31.80 an hour (Source: [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time)).

**Insurance** - Premium payments for liability/fire/D&O/natural disaster.

**Inter-Disciplinary** - Pertaining to art forms/art works that integrate more than one arts discipline to form a single work [e.g. collaboration between/among the performing and/or visual arts].

**Large Print** – Offering whatever printed materials are available in conjunction with an event in a version that is in 16-18 point font or larger. This version can be simple and need only include the basic information related to the event or enlargements from a photocopying machine.

**Maintenance** – Costs to sustain facilities not associated with capital improvements.

**Membership Dues** - Revenue derived from dues paid by members of the organization.

**Multi-Disciplinary** - Activities in more than one discipline; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline.

**Non-Arts Organization** - A non-profit organization or group sponsored by an institute of higher education whose mission is not exclusively directed towards the arts. This is any group that provides any other services, including heritage, social services, municipal government, etc.

**Open captioning** – This service benefits patrons with hearing loss who do not fully benefit from assistive listening systems or American Sign Language, and many times benefits patrons even without hearing loss who want to keep up with the exact wording of the dialogue. There are two kinds of open captioning. In regular open captioning, a person is hired to study the script of the play, attend shows beforehand and then develop a closely replicated version as is possible of what is anticipated at the show. The captioner then works the designated “open captioned” show by releasing each line of the pre-typed dialogue, via computer to the captioning screen, as it is spoken. In real time captioning a court stenographer (CART) types the dialogue of a theatre performance or lecture as it is happening. It appears on a large digital screen, usually in sight line within the performance, especially ad-lib or programs without a defined script.

**Other (Anticipated Operating Expenses)** - All expenses not entered in other categories and specifically identified with the organization/project. Include items such as scripts, scores, interest charges, and fundraising expenses.

**Personnel (Administrative/Clerical)** - Payment of salaries, wages, and benefits specifically identified with the organization for executive, supervisory, clerical, and support staff such as program directors, managing directors, business managers, fundraisers, secretaries, typists, bookkeepers, maintenance staff, security staff, ushers and box office.

**Personnel (Professional/Artist)** - Payments to firms or persons for who are not normally considered paid staff such as employees of other organizations (e.g. artistic directors, directors, conductors, dance masters, composers, choreographers, designers, video artists, painters, authors/poets, musicians, actors, sculptors, singers, teachers, and instructors).

**Personnel (Technical/Production)** - Payments for salaries, wages, and benefits specifically identified with the organization/project for technical management and staff such as technical directors, wardrobe, lighting, sound crew, stage managers, stagehands, exhibit preparation and installers.

**Personnel (Other)** - Consultants, auditors, lawyers, etc.

**Presenter** - An organization that selects performing artists and companies, engages them to perform, remunerates them for the performance and/or services, and brings them together with audiences and communities.

**Programmatic Access/Accommodations** – Services that permit program content to be accessible by a person with a disability, e.g. large print, assistive listening devices, sign interpretation, etc. Program Accessibility is a flexible principle allowing entities to comply based on individual responses to their existing conditions and the needs of their participants with disabilities. In many instances, programs and activities may be made accessible through slight modifications and adjustments in procedures, practices, and policies. In others, building renovations or construction may be required. But structural change is required only in instances where program accessibility is not readily achievable.

**Readily Achievable** – This term pertains to barrier removal requirements for existing facilities and means “able to be carried out without much difficulty or expense.” Organizations would not be required to retrofit their facilities unless such installation is readily achievable. However, organizations are expected to offer “reasonable accommodations” to overcome barriers that are not readily achievable. Please be aware that if challenged an organization must provide adequate proof that barrier removal cannot be accomplished structurally or within their fiscal capacity.

**Section 504 of the Rehabilitation Act of 1973** - This act provides that no otherwise qualified disabled individual in the United States, as defined in Section 7 (6), shall solely, by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**Sensitivity Training** – Because many people do not know someone with a disability and are often uncomfortable and errors in interaction could lead to a grievance, it is important that staff or volunteers that will have direct contact with the public receive information or training on how to appropriately and respectfully interact with people with different kinds of disabilities.

**Sign Interpretation** – Spoken words translated into American Sign Language/Signed English by a qualified interpreter, used mostly for theatre, gallery talks and lectures that would accommodate an individual with hearing loss who uses Sign Language.

**Space Rental/Mortgage Interest Payments** - Payments specifically identified with the organization/project for rental or interest for mortgage payments of office, rehearsal, theater, hall, gallery, and other such space.

**Special Project (SPS)** - Funding awarded specifically for project/event of an eligible nonprofit organization, agency, or institution.

**Supplies** - Payments for expendable items, such as paper, and other office and exhibit supplies.

**Tactile exhibits** - Exhibits that include texturally interpreted models of artworks or other means of interpreting the visual impact of a work of art for someone who is blind.

**Telephone** - Payments for rental and use of telephone, cell phones and other electronic communications.

**Title VI of the Civil Rights Act of 1964, as amended** - This act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

**Title IX of the Educational Amendments of 1972** - This act provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

**Travel/Transportation** - All costs of travel directly related to travel of an individual or individuals specifically identified with the organization. Include fares, lodging, food, taxes, gratuities, tolls, mileage, and car rentals.

**Will provide upon advanced request** - Stating that your organization will provide an accommodation upon advanced request indicates that this provision is outlined in all materials promoting the event, including the amount of advance notice required and that the service or accommodation will be provided if a patron contacts you within the specified timeframe. Advance notice must be reasonable and based on the real time needed to arrange for an accommodation and should generally not exceed two weeks.

**Underserved Constituency** - One in which people lack access to cultural programs, services, or resources due to geography, economic conditions, cultural background, socio-political circumstances, disability, age, or other demonstrable factors.