

# Glossary of Terms - Project Grants



**Accessible** - open to the public, affordable, inclusive, welcoming, outreach to the broader community

**Capacity** - resources including staff, volunteers, financing, education, experience, time and venue (or other space that is required to deliver the project or plan)

**Complement** (complement other existing events) - fills a gap and adds to the mix of events being offered; events and projects leveraging off each other, links with or builds onto other events

**Contingency plan** - has the organization identified risks, particularly for factors that are beyond their control, and do they have plans to address these issues should they arise.

**Effective Evaluation Plan** - does the applicant's evaluation plan include quantitative and qualitative data; have they gathered data responsibly; have they done surveys; will the data they collect enable them to make improvements to their project; have they identified how they will use the evaluation information

**Financial Capability** - is the organization in good financial standing; do they have staff or board members with a strong financial background; have they created a project financial statement that is separate from operating

**Impact** - not just the level of attendance, but the outreach to the community, level of artistic achievement, the 'wow' factor, two-way engagement

**Key Partnerships** - has the applicant identified partnerships that will enable the project a greater chance of success, and are all the partners on board

**Planning Committee** - has the applicant identified planning committee members; does the committee include individuals outside board and staff (if applicable)

**Unique Experience** - does the project offer a new or different experience that is not already available to the community; an experience can be unique based on the featured artists, the artistic achievement, the format of delivery, partnerships or collaborations, etc.