

Glossary for creatives & arts administrators

Accessibility: Conditions that allow the most amount of people to access a project or place. Barriers to accessibility are posed by financial, environmental, physical, social, religious, political and/or cultural barriers.

Artist live/work: The City of Toronto artist live/work zoning is exclusive to affordable housing, and is described as “a suite consisting of a studio area used for the production of art, and a living area containing not more than one habitable room”. Artspace Patchogue Lofts are a perfect example of Suffolk County artist live/work space.

Artist squat: A building not zoned for residential use in which artists live and work illegally.

Audit: An audit is the highest level of financial statement service a Certified Public Accountant (CPA) can provide. The purpose of having an audit is to provide financial statement users with an opinion by the auditor on whether the financial statements are prepared in accordance with the proper financial reporting framework.

Authentic: The genuine or real article, feel, mood, fact or style as it applies to individual, collective and communal memory, emotions, experience, attitudes, stories, history, cultural attributes and creativity.

Capital budget: Assets that support business operation determined by all sources of revenue and cash flow and used to assess the worth of pursuing a potential project.

Capital repairs: Are those repairs related to capital as defined by GAAP (Generally Accepted Accounting Principles).

Charrette: A technique for consulting with some of the most interested community [stakeholders](#) early in a project. It typically involves intensive meetings, whereby municipal officials, developers, organizational leaders, community members and potential tenants are invited to gather and discuss issues, challenges and desires related to the project

Collaboration: A group of people and/or organizations work with others to do a task and to achieve shared goals. It is a recursive process where two or more people or organizations work together to realized shared goals.

Collectives: A farm, business, group jointly owned and operated by members of a group.

Community: A group of people who reside in a specific location and/or share common values, interests, heritage, culture or beliefs.

Community building: An applied art – not a science; involving the design and application of collaborative strategies to the resolution of issues; management of change; strengthening capacity, building leadership and effectively engaging all elements of the community in the processes.

Community development: Change in the social, economic, organizational or physical structures of a community which improve welfare and positively enhance community wellbeing.

Conflict of Interest: A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. Personal benefit includes family members, relationships and financial benefit. In a panel environment the individual with a conflict of interest must leave the room during deliberation.

Core creative fields: Focuses on the production of "originals" (e.g., visual arts, artisan crafts, and designer-makers) and "experiences" (e.g. live theatre, dance, and music as well as heritage).

Creative advantage: The competitive edge that an organization, community or city has by virtue of their ability to sustain creativity and innovation.

Creative capacity: The relative ability of an organization, community or city to generate ideas, goods and services; the strength of creative assets and resources of an organization, community or city.

Creative cluster: A geographical concentration (often regional in scale) of interconnected individuals, organizations and institutions involved in the arts, cultural industries, new media, design, knowledge building and/or other creative sector pursuits.

Creative hub: A multi-tenant center, complex or place-based network that functions as a focal point of cultural activity and/or creative entrepreneurship incubation within a community. A hub provides an innovative platform for combining the necessary hard and soft infrastructure to support the space and programming needs of commercial, not-for-profit and community sectors.

Creative Placemaking: In creative placemaking, partners from public, private, non-profit, and community sectors strategically shape the physical and social character of a neighborhood, town, city, or region around arts and cultural activities. Creative placemaking animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire and be inspired.

Creative process: An ongoing, circular and multi-dimensional process of discovery, exploration, selection, combination, refinement and reflection in the creation of something new.

Creative services: Based around providing creative services to clients, earning revenue through fee-for-service and providing intellectual property that has a high degree of both expressive and functional value (e.g., design consultancies, advertising agencies, architecture practices, digital media firms).

Creativity: The ability to generate something new; the production by one or more person of ideas and inventions that are personal, original and meaningful; a mental process.

Cultural and creative sector: A broad, complex and evolving mix of industries that range from the performing and visual arts to magazine publishing, digital media and design. While there is no broadly recognized definition of the breadth (i.e. industry and occupational composition) and

depth (i.e. extent of the value chain) of the sector internationally, there is emerging consensus on the key industries that constitute its nucleus.

Cultural industries: Focuses on the creative content producing industries, whether private or public, which exploits intellectual property through mass production (e.g., film and television production, broadcasting, record companies, book and magazine publishers, computer games and leisure software).

Culture: A society's values and aspirations, the processes and mediums used to communicate those values and aspirations and the intangible expressions of those values and aspirations.

Cultural ecology: A dense and connected system of a distinct and evolving blend of community, educational, recreational, cultural and entertainment venues and environments that generate "thickness" in the creative fabric of a city. They provide the necessary infrastructure that accommodates cross-fertilization between a varied mix of stakeholders and interest groups, cultural producers, artists, entrepreneurs and residents.

Culture-led regeneration: A multi-dimensional approach to the re-use, renewal or revitalization of a place wherein art, culture and/or creativity plays a leading and transformative role.

Diversity: Distinct or different personal characteristics and qualities encompassing creative and artistic discipline, vocation, race, culture, sex, religious or spiritual beliefs, age, weight, disabilities, sexual orientation, everything which celebrates the variety and uniqueness of all individuals and things; may also apply to the mandates, goals, etc. of groups, organizations and companies.

Downtown: A downtown or central business district is defined as an area that contains a traditional "main street" business core of a community. Downtowns have most (if not all) of the following characteristics:

- An area dominated by commercial development – retail and service businesses
- Concentrated development – buildings are closely clustered and are often attached
- At least 14 closely clustered stores
- No setbacks – most buildings are built to the sidewalk
- On-street parking and off-street parking in municipal lots usually located behind the stores
- Separately owned and managed businesses (unlike shopping centers that manage stores as a unit).

Downtown parcels include contiguous parcels, and include municipal parking. At the edge of the downtown, non-commercial uses are not included as part of the downtown. As buildings become further set back from the road, and further spaced apart, the downtown ends.

Evaluation criteria: A benchmark or set of benchmarks used to evaluate the performance or suitability of a person or project. Developed at the beginning of a new project or proposal to ensure the content/outcome reflects the criteria and is relevant to your needs and vice versa. For example, if certain skills are critical to the success of the project, be sure to rate those required skills as a strong priority.

Execution: The act of completion in a legally valid form.

Expiration date: The date on which a contract is no longer valid.

Fiscal Sponsor: A New York State non-profit organization with an IRS 501c3 designation may apply to some grants on behalf of a sponsored unincorporated arts organization or group. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for the funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the grant process, including final reporting. The sponsored completes the project activity.

Innovation: The creation or invention of ideas, goods or services that are novel and intended to be useful; intended to create some product that has commercial application and/or appeal to a customer, consumer or audience; the process of generating and applying creative ideas.

LGBTQ+: LGBTQ+ is an acronym for lesbian, gay, bisexual, transgender, and queer. The plus symbol indicates new inclusions of intersex and asexual. Learn more about the definitions for each term here: <https://www.hrc.org/resources/glossary-of-terms>

Matching Funds: These are funds that are matched in equal amounts to funds from other sources, such as government or philanthropic grant awards.

Marketing Plan: A good marketing plan can help an organization reach its target audience, boost its supporter base and increase its project's participation rate. It helps the organization set clear, realistic and measurable objectives for its project. It can help to focus the team and helps to create a tangible timetable for all to follow while tracking the marketing of its project until completion. When creating a marketing plan, keep the 4 P's in mind: Price, Product, Promotion and Place.

Mixed-use: A building or development that co-locates different uses. For example, in a mixed-use community, a building may exit on to a public square; have retail stores at ground level, office space on the next five, residential condominiums located in a tower above, and below-market rent units built into the tower.

Neighborhood: A geographic area in which people live and therefore have high amounts of face-to-face contact and social interaction.

New-Urbanism: Planning approach that promotes density, diversity, walkability, high-quality urban design and architecture, green transportation, sustainability, and mixed-use development.

Neurodivergent: A neurodivergent person is defined as one whose neurological development and state are atypical, usually viewed as abnormal or extreme. The term was coined in the neurodiversity movement as an opposite for "neurotypical" - previously the term "neurodiverse" was sometimes applied to individuals for this purpose.

Several recognized types of neurodivergence, include autism, Asperger's syndrome, dyslexia, dyscalculia, epilepsy, hyperlexia, dyspraxia, ADHD, obsessive-compulsive disorder (OCD), and Tourette syndrome (TS).

Operational (operating) budget: The annual budget for costs required to operate an organization or property. Calculated by determining variable costs, gross profit, fixed costs, depreciation and interest.

Placemaking: An integrated and transformative process that connects creative and cultural resources to build authentic, dynamic and resilient communities or place.

Private sector: Economic activity that takes place outside the public sector by independently controlled for-profit individuals and companies.

Public sector: Publically owned and not-for-profit organizations that administer and deliver public services.

Public support: Collected attitudes, opinions and beliefs that help lead to the success and advancement of a project.

Registered charities: To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be [organized](#) and [operated](#) exclusively for [exempt purposes](#) set forth in section 501(c)(3), and none of its earnings may [inure](#) to any private shareholder or individual. In addition, it may not be an [action organization](#), i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates. <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-501c3-organizations>

Stakeholders: Resident, organization, group, or community directly or indirectly affected by the outcome of a development project.

Sustainability: A trait that describes the best creative, cultural, economic, social, institutional and ecological products, environments, systems, processes and outcomes for hard and soft infrastructure and communities of all sizes; marked by durability and longevity; experienced and shared by present and future generations of tenants, clients, partners and citizens.

Underrepresented communities: This is a collective group of identities that is inadequately represented or is represented in numbers disproportionately low.

Example 1: A group of individuals that are socio-economically challenged living in an identifiable geographic area.

Example 2: A genre of performing arts, literary, media that is rarely performed in Suffolk County.

Example 3: Artists that are part of a community or demographic that is inadequately represented or is represented in numbers disproportionately low within Suffolk County.

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