

# HERITAGE COMMUNITY INVESTMENT PROGRAM

## GLOSSARY OF TERMS

### **ARCHIVES**

An Archives is a permanent establishment dedicated to the accessibility of Canada's documentary heritage through: appraising, selecting and acquiring the archival records; conserving the archival records or the information accepted; arranging and describing the archival records according to accepted archival principles; subscribing to and applying all relevant legislation governing use and access to records including the areas of privacy, access to information, and copyright; making the archival records available for continuing use, under defined conditions, by the sponsoring institution and by the public.

### **ASA INSTITUTIONAL MEMBERSHIP**

This is a particular type of membership granted by the Archives Society of Alberta once an application has been made and the requirements met to receive the designation.

### **COMMUNITY OUTREACH & ENGAGEMENT**

Outreach and Engagement is defined as meaningful and mutually beneficial collaborations within the sector, our neighborhoods, particular target audiences and the city at large. It is the aspect of research that makes what you discover useful beyond your immediate membership/partnership structure. It enables learning beyond the applicant's walls and it is a service that directly benefits the public.

### **BUSINESS PLAN**

Working tool for turning a strategic plan into reality. It provides a road map for board, staff and organizational partners, and may be used to attract particular private sector funders (foundations, corporations and individual donors). Typical business plans project organizational growth for the next three to five

years. They usually include financial projections and measurable outcomes. A business plan describes how the organization is accountable to the community and its methods for monitoring and evaluating progress. A business plan may be incorporated in the organization's strategic plan or may be presented as a separate document.

### **CAPITAL ASSETS**

Material goods that hold a market value. This relates to land, buildings or other physical facilities, equipment, fixtures, collections (original objects, photos, documents), and so on.

### **COMMUNITY ORGANIZATION**

This is a not-for-profit that operates within the City of Edmonton. Though their mandate may not include or be focused on heritage, they demonstrate a natural interest and connection to Edmonton's heritage in their application. This validates their project grant application.

### **CONTRIBUTION**

Conditional transfer payment to an organization for a specified purpose, pursuant to a letter of agreement or contribution agreement, that is subject to being accounted for and in some cases, audited (see Grant).

### **CONTRIBUTION AGREEMENT**

Legal document between a donor department and a contribution recipient, which describes the obligations of each party.

### **CONSULTANTS / CONTRACTORS**

Individuals or groups of individuals with specialized knowledge and/or skills. They are not part of an organization's staff, management, or board, but rather are contracted for a fee to provide specific services to an organization with a definite start and end time and set of deliverables.

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### **DOCUMENTATION**

Documents related to the project and made available to the public, such as exhibition catalogues, webpages, announcements, press releases, programs, brochures, pamphlets, invoices, etc.

### **EVALUATION STRATEGY**

The selection, development, and ongoing use of performance measures to make judgments about relevance, progress, cost-effectiveness, and the success of a project in meeting its defined objectives. A strategy should include outputs, outcomes, definitions of what will be measured, data sources, methodologies for gathering data, and other relevant information.

### **FINANCIAL AUDIT**

An organization's annual financial review with a higher level of scrutiny than the Financial Review. For organizations with an annual operating budget of \$100,000 - \$400,000, independently reviewed financial statements with a review engagement report signed by a CA, CGC, or CMA is required. For organizations with an annual operating budget of \$400,001+, independently audited financial statements audited and signed by a CA, CGA, or CMA with an auditor's report, is required.

### **FINANCIAL REVIEW**

An organization's annual financial statements independently reviewed and/or signed by board members, other than the Treasurer, as specified in your Society Bylaws. Organizations with an annual operating budget of less than \$100,000 are required to submit a financial audit.

### **FIXTURES**

This refers to anything physically attached to a building such as physical structures like wall and roof systems, lighting, plumbing and heating systems, etc.

### **FUNDRAISING**

This refers to any activity that is meant to directly result in more money coming into an organization. This could include costs of a salary, materials, event costs, promotion or anything directly linked to raising money for the organization.

### **GRANT**

Transfer payment that is subject to pre-established eligibility and other entitlement criteria. The recipient is required to report on results achieved (see individual grant criteria & guidelines).

### **HERITAGE / HISTORICAL SOCIETY**

A non-profit, permanent organization that is not a museum or archives, that operates in the service of society and its development, whose sole purpose is to acquire, conserve, research, communicate, and exhibit the tangible and intangible heritage of Edmonton that is located within the City of Edmonton.

### **IN-KIND CONTRIBUTION**

Donation to a project by an individual, business or organization of materials, goods, services or time that would otherwise have been paid for by the recipient. Such a contribution is provided without any expectation of compensation or remuneration. It involves non-cash asset transactions (e.g. securities, land, buildings, equipment, use of facilities, labour, and goods). To be eligible as an in-kind contribution, the donation: must be essential to the project's success; must represent an expense that would otherwise be incurred and paid for by the recipient as part of the project; must be mentioned in the recipient's application, documented and recorded in the recipient's accounting books; can reasonably be estimated at fair value on the date it is made, using either market value or an appraisal. An in-kind contribution is a real contribution to the total cost of the project, but is not reimbursable as no monies change hands.

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### **INNOVATION**

An innovation is something original, new, and important in whatever field that breaks in to a market or society. It is about finding a new way to do something.

### **KEY MUSEUM FUNCTIONS**

Standard established practices in main areas of collections-related activities within a museum or heritage organization, such as acquisition, conservation, research, collections information management, exhibitions, and education.

### **LETTER OF AGREEMENT**

A document that outlines expectations and obligations. The LOA must be signed by both the successful applicant and the EHC before funds can be released.

### **MINOR REPAIRS AND UPKEEP**

These are minor repairs that maintain a certain level of aesthetic (surface) care. This includes things such as small patches and repairing associated with keeping the facility safe, clean, and secure.

### **OPERATIONAL EXPENSES**

Cash expenses paid by an organization that results in the successful running of the core functions of the organization. Please see eligible and ineligible expense on the grants documentation for specific information.

### **OUTCOMES**

Results of an effort to attain a goal. They are the external effects or consequences of the project that are considered significant in relation to its initial commitments. Outcomes must be measurable and may occur within organizations, communities, and individuals. They may relate to behaviour, skills, knowledge, attitudes, values, conditions, or other attributes. While there is less degree of control over outcomes, there should be a direct relationship between outputs and outcomes.

### **OUTPUTS**

Most immediate results of a project. Outputs are the direct products or services produced and delivered to a target group or population, such as an exhibition, an event, a presentation, specific research, etc.

### **PERFORMANCE MEASURES**

Indicators that provide qualitative and/or quantitative information needed to measure the extent to which a project is achieving its intended outcomes. Qualitative data can be expressed in terms of change or comparison between two states, while quantitative indicators can be in the form of a ratio, percentage, comparison, or figure.

### **PROJECT**

Set of activities or functions that a recipient proposes to undertake with the financial assistance provided by a department. A project has a clear start and end date, occurs within a reasonable period of time and demonstrates measurable outputs and outcomes.

### **PROJECT METHODOLOGY**

Methodology is the systematic study of methods that are, can be, or have been applied within a discipline. Project grant applications should describe their approach and methodology that will be used that will result in the project goals occurring. This demonstrates the applicants awareness of process and the depth of their thinking prior to submitting an application.

### **PROGRAMMING MATERIALS AND SUPPLIES**

This includes any materials and supplies that are purchased for the use of programs offered by the organization. Programming materials and supplies are not eligible for an operational grant. Should materials and supplies for operational costs appear on the same line as programming materials and supplies in your financial statements, please pro-rate it and make

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a note of how this was calculated in the budget notes.

### **PROMOTION**

Any activities and expenses that result in the organization raising their public profile within the city of Edmonton or beyond. This includes activities such as the hard costs of marketing, advertising and any other 'outward' facing communications. Regular maintenance of a website (not development) is not considered promotion.

### **RECOGNIZED MUSEUM**

A Recognized Museum is an institution that has demonstrated its commitment to public trust and service by applying to, and attaining accreditation from, the Recognized Museum Program, administered by the Alberta Museums Association.

### **RESTORATION**

Restoration can be as simple as light cleaning to remove disfiguring dirt or grime, such as on the surface of a painting, or it may include near complete rebuilding or replacement, as might be the case with industrial objects or furniture. Often done in acquiring a new piece, the main goal of restoration is to "restore" the original appearance or functionality of a piece.

### **SERVICES TO THE PUBLIC YEAR-ROUND**

Facilities and services are available to the public 12 months a year or upon request. Schedules and contact number for reservation are all up front and clearly displayed (Website, building, brochure and advertising).

### **STRATEGIC PLAN**

Clearly written document that describes an organization's mandate, its short, mid and long-term goals or objectives, and priority actions to take. A strategic plan includes a timeframe for its execution, and identifies who, within the organization, or what outside agent will take responsibility for the completeness of the actions necessary to realize goals and objectives.

### **TRAVELING EXHIBITION**

A type of exhibition that is available for circulation to one or more venues, in addition to the premises of the organizing institution, where applicable.

### **WAGES**

There are no set allowable wages under this program. However, in order to assess whether wages are fair amongst all applications received, Jurors will consider wages in the \$15-20/hour range for unskilled labour and \$30-40/hour for skilled labour to be reasonable.

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