



AACME Funding Guidelines

Appendix A: Definitions

Applicant Introduction Statement: Applicants must submit an introductory statement as either a written narrative or video. The Applicant Introduction Statement is not scored. See applicable programs for details. Applicants may choose one (1) format:

- **Written Narrative:** Up to 3,000 characters (with spaces)
- **Video:** Up to 3 minutes in length (submitted as a shareable link)

Arts Group:

- A group of two or more people who have been collaborating (see collaborator definition) or creating work together for over 1 year
- Or, An individual artist (see definition) with a registered LLC or other incorporation
- Or, An entity that does not have nonprofit status.

* For all Arts Groups, artistic goals or creative mission is the production of arts and culture activities, which includes arts service providers that offer professional support to creatives

Awardee: An individual or organization that has been selected to receive funding through an AACME grant program. Also referred to as a “grantee.” Awardees must meet program requirements and fulfill all contractual obligations, including reporting and promotion.

Capital Expenses (Non-Expendable): Money spent by a business or organization on acquiring or maintaining fixed assets such as equipment, instruments, etc. Any single capital expenditure over \$2,000 must be pre-approved by the program staff administrator to ensure compliance with the grant agreement and City policy. Capital expenditures include, but are not limited to, the purchase, repair, or renovation of such equipment and property as speaker systems, theater seats, artwork, etc. These are

examples and not an exhaustive list. Please contact your program administrator for further questions about specific expenses.

Capital Improvement Project - Bid Package: A complete set of formal estimates from a contractor, preservation architect, subcontractor, and vendors of a capital improvement project at historic sites. Each bid within the package should include the cost, description, timeframe, contracting roles, treatment method, and scope of work to be performed. Bids must specify materials and explain how the work complies with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Capital Improvement Project - Owner Authorization: Applicants must include a signed letter from the historic property owner granting permission for the proposed capital improvement project. Applications without this documentation are not considered for review.

Capital Improvement Project - Phased Work: Phased work divides a large project into smaller focused scopes of work.

City of Austin Council District: The City of Austin has ten single-member districts. To find which district an address is in, visit <https://www.austintexas.gov/GIS/CouncilDistrictMap/> and click "I Want to..." then click "Find my Council District."

City of Austin Fiscal Year: The City of Austin Fiscal Year (FY) runs from October 1 through September 30 of the following year.

City of Austin Musician Pay Rate: As directed in [Resolution No. 20230720-123](#), the pay rate for musicians for live City music performances is no less than \$200 per musician for groups of up to six people; \$150 per musician for groups between seven and ten people; and \$1500 total for groups of musicians of ten or more.

City of Austin Recognized Cultural District / Corridor: See a [list of City of Austin recognized Cultural Districts](#), as well as a [map of City of Austin recognized Cultural Districts](#).

Collaborator/Collaboration: A contributor that has a share in the direction of the project or proposal. All collaborations must meet the minimum program eligibility, including years of operating history in Austin, meaning that the collaboration must have documented history of producing public activities for the minimum years required per program. For the purposes of the Arts and Culture grants all collaborators fall within the Arts Group (see definition) applicant type.

Commercial: A for-profit business that prioritizes the marketability, profitability, and overall success of a product or service, with a primary focus on marketing, sales, and revenue of a product or service.

Community Benefit: The opportunity for Austin residents, visitors, and tourists to access and actively engage in arts, music, heritage, and cultural activities, including experiences at historic sites, cultural spaces, and through works of public art that align with the goals of our program areas.

Creative Space: An establishment where arts/culture programming is the primary function. The location is publicly accessible and able to be rented by creative producers. The space may present one or more art forms including, but not limited to live music, dance, theater, visual art, film, museums, galleries etc. The operator of the space may be a for profit or a nonprofit entity.

Creative Worker: Individuals employed or contracted in arts, music, heritage, or other cultural fields. This includes artists, musicians, curators, arts administrators, educators, designers, and production staff who contribute to Austin's creative economy.

Cultural Arts Fund: City of Austin budget fund sourced through Municipal Hotel Occupancy Tax revenues, which is the source of award funds for AACME facilitated Arts & Culture funding programs.

Cultural and Heritage Tourism: The use of the performing and visual arts, festivals, architecture, historic places, and other phenomena that contribute to the cultural vitality of a city to attract tourists to a specific city/geographic region.

Double Dipping: Awardees are prohibited from using funds from multiple AACME grants to cover the same project expenses within a City of Austin fiscal year (October 1 – September 30). Each Grant Agreement dictates what expenses are allowed during the grant agreement term.

Emerging Artist: An individual in the early stage of their creative practice, with less than two years of experience producing or presenting artistic work in a public context. Emerging Artists may be self-taught, professionally trained, or newly entering the field and are still developing their audience, artistic identity, and body of work. For the purposes of AACME Funding, “emerging” artists must also have received no more than one prior AACME grant award.

Experience: Refers to an organization’s, group’s, or individual’s history of producing creative work, managing programs or events, or engaging with audiences. Experience can include past projects, performances, exhibitions, workshops, cultural preservation work, or other efforts that demonstrate creative impact and community involvement. Experience may be continuous or may reflect periods of pause, change, or transition.

Extraterritorial Jurisdiction (ETJ): The unincorporated land that is contiguous to the corporate boundaries of Austin and is located within five miles of those boundaries. Austin’s ETJ currently extends into 4 counties including Travis, Williamson, Hays, and Bastrop. To learn where the address is located, go to <https://www.austintexas.gov/GIS/JurisdictionsWebMap/> and click “I Want to...” then click “Find my Jurisdiction”.

Fiscal Sponsor: A Fiscal Sponsor is a nonprofit organization with a 501(c) tax-exempt status that applies for financial support on behalf of another organization or individual, allowing the sponsored project to benefit from the sponsor’s tax-exempt status. A Fiscal Sponsor manages financial transactions and reporting responsibilities for the Sponsored Project. Please note that all Fiscal Sponsors must be headquartered in Austin and are

responsible for ensuring that all funding is used for tax-exempt, charitable purposes as defined by the Internal Revenue Code. Additional information on Fiscal Sponsorship is available on the AACME website.

Heritage Tourism: People who travel to experience the places, artifacts, and activities that authentically represent the stories and people of the past and present (Definition from the National Trust for Historic Preservation).

High-Quality Programming: Programming that is thoughtfully created and deeply engaging emotionally, culturally, or intellectually for its intended audience. It reflects a well-defined artistic process, demonstrates clear intent, and shows a strong understanding of artistic influences and context.

Historic Preservation Fund: City of Austin budget fund sourced through Municipal Hotel Occupancy Tax revenues, which is the source of award funds for AACME facilitated Heritage Tourism funding programs.

Independent Promoter: Must meet all the following requirements:

- No more than 3 employees
- And, at least 2 years documentation showing that applicant has curated and promoted live shows featuring musicians and bands
- And, must not be contractually tied to one venue

Individual Artist: Person who creates, produces, or practices artistic disciplines as their primary form of creative expression. This includes, but is not limited to, visual artists, performing artists, writers, filmmakers, designers, and musicians. This includes individuals who operate their arts business as a sole proprietor.

Lead Applicant: The individual who submits the grant application and serves as the primary point of contact with AACME and its third-party administrators (*e.g. Authorized Official / Executive Staff / Official Board of Trustees Executive Committee / Founder*).

The “Lead Applicant” is the authorized signatory on the grant agreement and has legal authority to represent the applying organization or group. This individual is accountable for the accuracy of application materials, adherence to grant requirements, and compliance with all contractual obligations if funding is awarded.

- **Nonprofit organizations**, the “Lead Applicant” must be an authorized executive staff member, program director, or official listed on the organization’s governance documents and have authority to sign grant agreements on the organization’s behalf.
- **Arts Groups, Individual Artists and Professional Musicians**, the “Lead Applicant” must be a core project leader with documented authority to act on behalf of a project to fulfill grant obligations, including signing the agreement.
- **Sponsored Projects**, the “Lead Applicant” must be a core project leader with documented authority to act on behalf of a project and coordinate with the Fiscal Sponsor to fulfill grant obligations, including signing the agreement.
- **For-profit entities**, the “Lead Applicant” must be the individual granted legal signature authority to sign agreements on behalf of a company or sole proprietorship.

Live Music Fund: City of Austin budget fund established by City of Austin [Ordinance No. 20190919-149](#), which is sourced through Municipal Hotel Occupancy Tax revenues and is the source of grant funds for AACME’s Austin Live Music Fund.

Live Music Venue: An establishment where live music programming is the principal function of the business and/or the business is a live music destination, and where the venue establishes the ability of an artist to receive payment for work by percentage of sales, guarantee, or other mutually beneficial formal agreement for every performance. A live music venue is a destination for live music consumers, and/or its music programming is the primary driver of its business as indicated by the presence of at least five (5) of the following:

- Defined performance and audience space
- Mixing desk, PA system, and lighting rig
- Backline

- At least two of the following: (i) Sound engineer (ii) Booker (iii) Promoter (iv) Stage manager (v) Security personnel
- Charges admission to some music performances through ticketing or front door entrance fees
- Markets talent through show listings in printed and electronic publications
- Hours of operation coincide with performances
- Programs live music at least five nights a week

Municipal Hotel Occupancy Taxes (HOT): As outlined in [State of Texas Statute Chapter 351](#), municipalities are authorized to charge a tax of up to 7% on individuals staying overnight in hotels or other accommodations, which creates revenue that must be used for one of nine allowable uses, including the promotion of the arts and to “promote tourism and the convention and hotel industry.”

Multi-Use Creative Space: A Commercial Creative Space that provides a publicly accessible area or areas that can be used for a wide variety of creative events, including arts exhibitions, concerts, plays, film screenings, etc.

Museum / Art Gallery: Facility with a principal function and mission to exhibit, present, and/or sell artistic work in a variety of media produced by an artist, artist collective, or arts and culture organization, accessible by public audiences. City-run/owned, State-run/owned, or Federally-run/owned facilities are not eligible.

Non-Compliant Status: An Applicant who has failed to comply with or complete all requirements and has not responded to the three-step non-compliance plan and has not completed all requirements of their AACME grant. Non-compliant status prevents past awardees from being eligible for new grant funds for five years. Non-compliant status can be resolved by submitting the required final report materials and receiving confirmation from a grant administrator that the contract requirements have been completed and the agreement is closed.

Nonprofit Organization with a 501(c)3 Status: A federally designated organization with tax-exempt status under Section 170(c) of the Internal Revenue Code of 1954 (as

amended), that ensures no part of its net earnings benefits any private individual. The organization must have a primary mission that supports the arts. If 501(c)3 status is pending, confirmation must be provided by the application deadline.

Nonprofit Arts Organization: A State-designated **501(c)** registered with the Texas Secretary of State as a nonprofit corporation (incorporated or unincorporated) with a Certificate of Formation approved by the application deadline, and whose primary mission supports the arts.

Occupant Load Card: The occupant load is the number of occupants for which the means of egress of a building or part of a building is designed. Scroll down the [Commercial Plan Review](#) webpage for details.

Operating Budget: The annual total of an organization's planned expenses for delivering its programs, services, and operations. Used to calculate eligibility and award amounts in several AACME funding programs. IRS 990s or equivalent records or relevant financial statements such as Profit and Loss Statements, Annual Budgets, CPA-Prepared Financial Statements.

Performance Venue / Theater: An establishment whose principal function and mission is to present live performances, plays, live music, film screenings, or other performances of artistic work produced by an artist, or arts and culture organization, accessible by public audiences.

Preservation: Emphasizes using buildings and places as essential carriers of community history that embody the character and traditions of a place, acknowledging historic structures and landscapes as irreplaceable stories of our cultural and architectural heritage.

Professional Musician: Must meet at least one of the following requirements:

- At least 2 years of documentation showing that applicant has regularly performed as a professional musician—solo or as part of a band—in live performances to public audiences
- Or, 6 released recordings (singles)
- Or, 6 promotionally released music videos

Publicly Accessible: An activity, event, or space that is open to the public, either free or with an admission fee, and advertised in a way that allows residents, tourists, and the public to attend or participate.

Rehabilitation: The process of making continued use of a property possible through repair, alterations, and additions while preserving features which convey its historical, cultural, or architectural values.

Rent Stipend: Rent stipend may only be considered for a location for which the applicant has a current lease or pending lease offer. See program guidelines for eligibility.

Restoration: The process of accurately depicting the form, features, and character of a property as it appeared at a particular time period by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Sponsored Project: The individual or group that is under the umbrella of a Fiscal Sponsor, which is a 501(c) organization.

The Secretary of the Interior's Standards for the Treatment of Historic Properties: Guidelines for preserving, rehabilitating, restoring, and reconstructing historic buildings. For more information, visit [The Secretary of the Interior's Standards for the Treatment of Historic Properties guidelines.](#)

Tourist: An individual who travels from the individual's residence to a different municipality, country, state, or country for pleasure, recreation, education, or culture (Texas State Tax Code Chapter 352, p. 1).

Unearned Income: Revenue that is donated, such as grants and donor contributions.

Visitor: An individual traveler that stays overnight away from home in paid or unpaid accommodations, or a day visitor that travels at least fifty miles one-way from home on a non-routine trip.